1997–1998

Student

[Hand]book

& Calendar

MASSACHUSETTS
COLLEGE OF ART
1873–1998

Campus Map

Tower

- Academic Advising
- Academic Affairs
- Alumni Affairs
- Alumni Gallery
- Architectural Design
- Business Office
- Computer Arts Learning Center
- Communication Design
- Critical Studies
- Design Research Unit
- Environmental Design
- External Affairs
- Fashion Design
- Graduate & Continuing Education
- Graphic Design
- Illustration
- Industrial Design
- Library
- President's Office
- Pro Arts Consortium
- Public Relations
- Registrar's Office
- Tower Gallery
- Video

South

- Admissions
- Arnheim Gallery
- Art Education
- Bakalar Gallery
- Exhibitions/Visiting Artists
- Huntington Gallery
- Studio Foundation

Collins

- Ceramics
- Fibers
- Foundry, Welding Shop
- Glass
- Media & Performing Arts
- Metals
- Sculpture

Smith Hall

- Dormitory

Kennedy

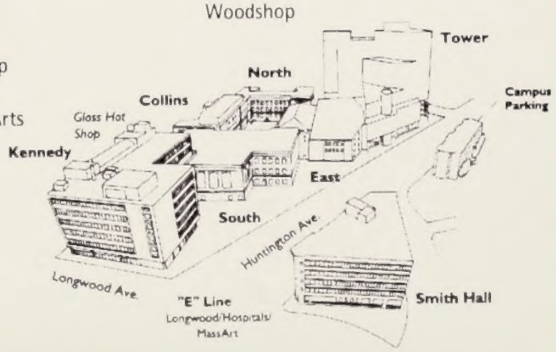
- Cafeteria
- Career Resources
- MassArt Bookstore
- Counseling Services
- Health Services
- Health & Fitness Center
- Installation Station
- Matting Workshop
- Painting
- Patricia Doran Gallery
- Photography
- Student Activities & Programs
- Student Development & Community Affairs
- Student Center
- Student Government Association
- Student Life Gallery
- Student Organization Offices

North

- Fibers
- Film
- Graduate Studios
- North Hall
- Sculpture
- SIM
- Event Entrance

East

- Film
- Graduate Painting Studios
- Gymnasium
- Printmaking
- Public Safety
- Woodshop



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WELCOME

We are delighted that you have chosen to be a member of the Massachusetts College of Art Community this year. The college, through its truly outstanding faculty, highly professional and dedicated staff, and talented student body, is an extremely rich environment in which your creativity and intellectual life can flourish.

I urge you to take advantage of the wonderful resources that MassArt offers you and of the tremendous opportunities that exist in the Boston area. Work hard, challenge yourself to be your best, and share your ideas, energy and enthusiasm with each other. Doing so will result in a rewarding year for you and in an even more vibrant MassArt community.

Have a wonderful college experience!

Katherine Sloan
President

WELCOME TO MASSART

For the past 124 years, MassArt has been a unique and wonderful place because of the commitment of all the members of our community. Involvement with student-run organizations, mentoring, volunteer initiatives, etc. allows you to become familiar with even greater opportunities which exist both on and off campus, locally and world wide, to which you will bring new perspectives and goals. I encourage you to continue to immerse yourself in this diversity.

I recommend that each student register for an e-mail account and Internet access at the very beginning of the semester (7th floor, Tower). This creates a unique connection between faculty, staff, and students at MassArt, and brings each person closer to important art-related sites and issues around the world, setting up new dialogues between yourself and other emerging and established artists. This service is free to each student and worth the two minutes it takes to sign up.

I am excited about working and meeting with all of the new and returning students (in person and online) who, each semester, take part in the community here at MassArt. This is going to be a great year!

Paul V. McCaffrey
Vice President
Student Development & Community Affairs

GREETINGS!

On behalf of the Student Government Association, I would like to welcome you to the '97-'98 school year. As MassArt students, we have the unique opportunity to shape the culture, community, activities and policies of our school through SGA. We are independently student run, and limited only by our imaginations. We are also blessed with a very open, supportive administration and staff, and a healthy SGA budget to finance the agendas of the various student groups on campus. From exhibitions and film and video showings, to Eventworks and dance parties, it's exciting and amazing to see how much the students make happen here!

This year should be a very special one for us as students. With the 125th Anniversary celebrations, we have the chance to celebrate our art and influence the greater Boston community. And with Kay Sloan, we have a new President who wants and needs to hear our ideas and opinions. I hope you will jump in and have fun with us!

Have a great year!

Licia Sky
President, Student Government Association

WELCOME

I want to add my welcome to the others on this page. Each of us on the staff of Student Development and Community Affairs see our role here at the College working with and assisting you during your years of development at MassArt.

In some ways, our working with you is related to our specific responsibilities—student activities and programs, personal counseling, student and community development, health services, housing, career services and public safety. We also hope you will see each of us as a general resource, helper, or advocate— whatever your needs, questions or concerns.

Whether this is your first year here, or many down the line, we hope you will feel included in the MassArt Community.

Gail D. Hinand
Dean of Students

Massart Mission Statement

The Massachusetts College of Art was established in 1873 by the Massachusetts Legislature, the first four year public art college in the U.S., for the purpose of providing education in the visual arts for all the citizens of the Commonwealth.

From this original state-wide mandate, the College has developed a national reputation for offering broad access to quality professional visual arts education, accompanied by a strong general education in the liberal arts. The College's undergraduate and graduate programs prepare students for professional careers as artists, designers and educators.

The Division of Continuing Education helps students develop portfolios for entry into professional degree or certificate programs.

The broad educational scope of the College's curriculum is based on two fundamental beliefs: that art and design must be held in high esteem in our society, and that the visual arts, with a strong core of general education, are comparable to the liberal arts in offering their practitioners a quality education. In both studios and academic areas, the College stresses critical thinking, problem solving, and the development of one's potential as a creative individual. In approaching the visual arts, the College curriculum aims at exploring both traditional and culturally diverse perspectives, as well as contemporary technologies. Our environment fosters a sense of service to the community and an appreciation of the social and cultural diversity of our nation.

The College, in celebrating the visual arts, contributes to the economic and cultural environment of the Commonwealth. The College graduates are talented professionals who fulfill business, education and community needs in the fields of art and design. As an educational leader in the arts, the College develops programs to support art education and art appreciation in both elementary and secondary schools. As a cultural force, the College enriches the public's experience of the arts through innovative exhibitions, academic lectures and events. In addition, the College is an open, accessible institution to neighboring communities, even as it benefits from the rich artistic and educational resources of the city of Boston.

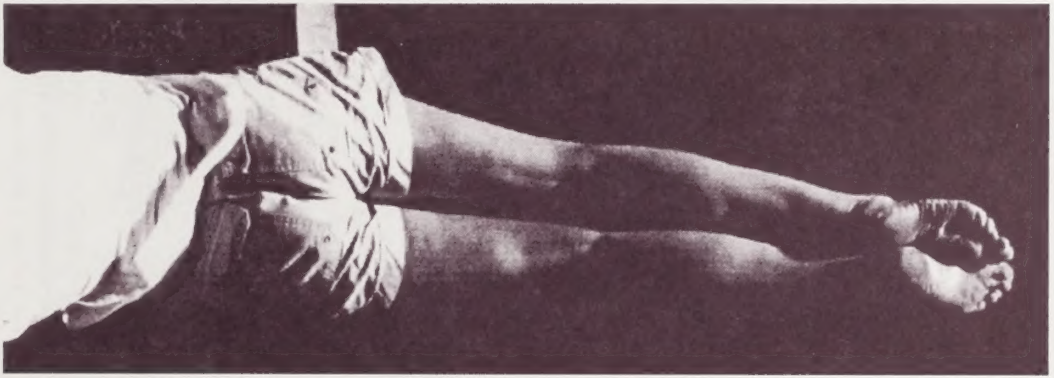
The Massachusetts College of Art community actively seeks to reflect and influence the broad and ever-evolving cultural heritage of the Commonwealth through diversity of age, ethnicity, and race, as well of social, academic, and economic backgrounds, of its students, faculty and staff.

Massart Vision Statement

The vision of the Massachusetts College of Art is to be the pre-eminent international visual arts college within an accessible, culturally diverse environment of faculty, students, staff, administration, alumni/ae, and curriculum.

The vision of the Massachusetts College of Art will serve as a model to stimulate artistic expression, design and art education to inspire its greater community to embrace, celebrate and utilize the visual arts.

Check out Mass Art online!
http:\\www.massart.edu



Academic policies for graduate, certificate and continuing education students generally follows day school policies. However, students enrolled in graduate programs (Master of Fine Arts, Master of Science in Art Education) and certificate programs (Design and Teaching) should consult their program handbook or their faculty advisor for specific academic policy information. Students enrolled in continuing education courses should contact the Office of Graduate and Continuing Education for specific academic policies information.

Curriculum

Academic Programs
The College offers the following programs:

Bachelor of Fine Arts (BFA):
An undergraduate degree program of 120 credits which can be pursued full or part-time basis.

Master of Fine Arts (MFA):
A graduate two-year program of 60 credits which must be pursued full-time.

Master of Science in Art Education (MSAE Track I Research Specialization, MSAE Track II The Artist/Teacher Specialization):
Two graduate programs of 36 credits each which can be pursued on either a full or part-time basis.

Post-Baccalaureate
Teaching Licensing Program: for students with a strong studio background who want to be licensed to teach art in Massachusetts and 32 other states.

Graphic Design Certificate
A 12-course evening program for students with college-level art course work, and a minimum of 60 college credits, that prepares them for careers in Graphic Design.

Professional & Continuing Education Program
An evening program that provides studio and academic courses for students in all the formal programs and for the general public.

Concentration/Majors
The Massachusetts College of Art grants four majors: Art History, Art Education, Design and Fine Arts; and offers twenty concentrations within these concentration areas: Art HIstory, Art Education, Certificate, Studio, or Museum, Graphic Design, Illustration, Architectural Design, Industrial Design, Fashion Design, Ceramics, Fibers, Glass, Metals, Sculpture, Painting, Printmaking, Filmmaking, Photography and Studio for Interrelated Media.

Open Concentration
An open concentration is for the exceptional student with a clear sense of direction within a major. The student must complete three semesters of a concentration, then write a detailed proposal including a curriculum outline, which must be approved by the faculty advisor, the Chair of the student's current concentration, and by the Associate Dean, Academic Affairs.

Minors
A minor consists of 18 credits of course work following a prescribed sequence as set up within a department. At present, there is only one approved minor in Video.

Major	Concentration	Department	Room/Ext.
Art Education	**Certification/ Studio Education/ Museum Education/ Community Education**	**Art Education**	**A106/411**
Art History	**Art History**	**Critical Studies**	**T533/306**
Design	**Graphic Design/Illustration Architectural Design/ Fashion Design/Industrial Design**	**Communication Design Environmental Design**	**T624/346**
Fine Arts 3D	**Ceramics/Fibers/Glass/ Metals/Sculpture**	**Fine Arts 3D**	**N279/275**
Fine Arts 2D	**Painting/Printmaking**	**Fine Arts 2D**	**A106/411**
Media & Performing Arts	**Photography/Filmmaking/ Interrelated Media**	**Media & Performing Arts**	**N279/375**

Advising

Faculty Advising
All students are assigned a faculty advisor. Advisors for new students are assigned at the beginning of the student's first semester at the College. Sophomores, Juniors and Seniors are assigned an advisor in their major department. Advisors are reassigned each Fall. The faculty advisor list is posted in the Tower Building in the 5th floor, outside the Cafeteria in the Kennedy Building first floor and in the South Building.

Advising Office
A full range of information, advising and problem-solving capabilities are available to students when they come to the Advising Office. Problem-solving and academic concerns include but are not limited to: graduation and curriculum requirements, College policies, change of major, academic problems and issues, learning difficulties, cases of leave of absence and withdrawal from the college, and participation in off-campus and study abroad programs. The Associate Dean also advises students on professional developments and career directions in relationship to their studies at College. As a resource to the students and the faculty, the Advising Office maintains a collection of current college catalogues from across the United States and files on foreign institutions and study opportunities abroad. Aside from the College catalogue, the main tool or map used by the faculty advisors, the Advising Office and students to follow graduation and curriculum requirements is the Degree Audit Computer System. The Degree Audit Computer System (tally sheet) lists the curriculum requirements for a particular major as published in the College catalogue and records a students current registration, transfer credits if applicable and all successfully completed courses. Information is gathered from official student transcripts and course registration maintained by the Registrars Office. A computer tally sheet gives a clear picture of a student's progress and indicates which requirements the student has yet to complete.

Course Load

All students must complete a program of 120 credits to receive a BFA Degree. Varying slightly for each area of concentration, these credits are distributed among required Freshman Studio Foundation courses: major concentrations, Critical Studies (liberal arts), and studio electives.

With the exception of Art Education and Art History, the major concentrations include the following distribution of courses: 18 credits in Studio Foundation, 42 credits in Critical Studies, 39 credits in the major concentration and 24 credits in studio electives. (In Design, Art History, and Art Education, electives must be studio courses and in the Fine Arts and Media areas, up to 9 credits of Critical Studies courses can fulfill studio elective requirements).

To graduate in eight semesters (4 years) undergraduate students must pass a normal full-time load of 30 credits per academic year. Full-time students must take at least 12 credits per semester. Permission from the Associate Dean of Academic Affairs is required for undergraduates to take more than 18 credits in one semester. The maximum load for a graduate student is 15 credits per term.

Credit/Hour Ratio

Critical Studies and Art Education majors use the Standard Carnegie Unit for measuring credits. One semester credit represents approximately 15 instructional classroom hours per semester. For example; a 3-credit critical studies course meets three hours per week for 15 weeks, totalling 45 classroom hours.

Studio courses have a higher ratio of classroom hours to credit. Studio courses earning 3 credits meet for 41/2 hours per week of available studio time per 3 credit course. Because of the special emphasis for drawing, the credit/hour ratio for the required Studio Foundation drawing class is 2 class hours to one credit. All Studio Foundation drawing students have access to open studios to complete their studio projects.

Dual Concentration or Dual Major

Students who choose a Dual Concentration complete the requirements of two concentrations within the same major. For example: a student can major in painting and printmaking (both in Fine Arts); or the studio education option and the museum education option (both in Art Education).

Students who choose a Dual Major complete the requirements of two concentrations offered within different majors and departments. Example: painting (Fine Arts) and art history (Critical Studies)

Whether or not it is feasible to combine majors or concentrations, depends on the particular area of student interest. Students need to speak to chairpersons of relevant departments to assess the possibilities and additional time commitment.

Directed Study

This option is open to seniors, unless there are exceptional circumstances, in which case the Associate Dean of Academic Affairs' signature is required on the form. Directed Studies gives students the opportunity to pursue a clear, specific project in a Critical Studies area. The form available in the Registrar's Office, will require students to submit a description of the project, a bibliography, 6 scheduled meetings with the faculty who will supervise the project. Again, this 3 credit option in Critical Studies is only for seniors. Students may undertake only one directed study per semester, with a limit of 2 toward a degree.

Students who wish to take a Directed Study submit the appropriate form with the Instructor's and the chairperson's signature to the Registrar during registration. Directed Study forms must be submitted to the Registrar by the Add/Drop deadline.

Independent Study

Juniors and seniors who have a specific project in a studio program which cannot be done within the structure of a course may arrange to work with an instructor on an independent basis. An independent study form, available in the Registrar's Office, including a brief description of the project must be submitted and approved by the instructor, and the department chair. Only one 3-credit independent study may be undertaken each semester, with no more than 4 such courses counted toward degree requirements.

Students who wish to take a Independent Study submit the appropriate form with the Instructor's and the chairperson's signature to the Registrar during registration. Independent Study forms must be submitted to the Registrar by the Add/Drop period.

Internships

(See page31)

Change of Concentration (Undergraduates)

One change of major/concentration shall be permitted in the student's academic career at the College. Students accepted as advanced transfers must complete one semester in the department to which they were accepted before a change of concentration can be made. Students who wish to change their concentration, must complete a Change of Concentration form (available at the Registrars' Office). This form requires the signatures of the current faculty advisor, the Department Chair of the new concentration, and the Associate Dean of Academic Affairs. The completed form is then returned to the Registrar. Change of Concentration forms should be filed prior to the registration for the semester in which the change will take effect. A change of concentration may require additional time of study. Students are encouraged to meet with their Advisor and to visit the Advising Office to discuss how a change of concentration will effect their academic progress.

Students wishing a second change of major/concentration must, in addition to obtaining all the signatures on the form, meet the Associate Dean of Academic Affairs, the Faculty advisor, and the Chairperson of the new major department at a conference arranged by the Associate Dean of Academic Affairs.

Science Requirement

Students entering the College after 1990-91 are required to demonstrate competency in a math or science area as a degree requirement. They can do so by:

- Successful completion of a math or science course offered by the Critical Studies Department.
- Successful completion of a math or science course taken through the Consortium.
- Transfer credit of a math or science course.
- Successful completion of an approved math or science offered by other departments

(demonstrated competency does not reduce the number of credits required in the Critical Studies Department)

Grading System

The College has a dual grading system. All Freshman courses are graded pass/no credit. Beyond the Freshman year, some departments give letter grades; other departments give pass/no credit grades. This depends on which system, in the view of the faculty of each department, best serves the student's goals. (No D grades are given in the letter grade system. You must receive a grade of C to pass)

Departments with Letter Grades (A+, A, A-, B+, B, B-, C+, C, F):

Critical Studies
Art Education
Communication Design
Environmental Design

Departments with Pass/No Credit:

Fine Arts 2D
Media and Performing Arts
Fine Arts 3D
Studio Foundation

Definitions of Evaluations

Letter Grading

A=Superior Work
B=Good Work
C=Adequate Work
F=Failure
H=Honors

(It is possible to receive Honors for exceptional work in an individual course in both the pass/no credit and letter grade system. In the letter grade system, H is a designation higher than A.)

(See NC-No credit under Pass/No Credit Grading)

Pass/No Credit Grading

P(Pass):
The designation signifying successful completion of the course requirements.

INC (Incomplete)
A temporary designation indicating that at least 80% of the course requirements have been met and that the remaining course requirements are expected to be completed, and a permanent designation issued by the subsequent mid-semester. The student is responsible for having an Individual Grade Sheet completed by the appropriate Faculty member and filed with the Registrar. If the student does not complete the course work, a non-passing grade will be issued.

W(Withdrawal):
Signifies that the student withdrew from the course before the end of the semester. This designation appears on the students' evaluation report at the end of the semester, but is not recorded on his/her permanent transcript. There is a deadline for officially withdrawing from a course which is at mid-point of the semester.

NC(No Credit):
Signifies that the students' work was not acceptable in the course and therefore credit cannot be granted. Effective with new students admitted or with returning students re-admitted for the Fall 1995 semester, there is a change in the grading policy.

All evaluations (i.e. grades) received, other than the administrative designation of "W" (withdrawal) shall remain as a permanent transcript record. No other grades shall be deleted. This policy includes the designation of "INC" (incomplete) for which the student does not complete the course work and a non-passing grade is issued (NC/F) on the transcript.

If a failing grade is received for a required course, the course must be retaken and passed, providing that the student remains in the concentration

H(Honors):
The designation reserved for those students who have produced exceptional work within the framework of the course. A student may not contractually opt for honors. A grade of H is considered higher than an A.

Course Evaluation

Course Evaluations may be requested by the student for any course taken at the College. The student must provide the faculty member with the evaluation form prior to the end of the Add/Drop period of the semester in which the class is taken. Course evaluations are submitted to the Registrar's Office by the faculty member with the Grade Sheets for the semester.

Information provided on the Course Evaluations is not added to the students transcripts; however, the Evaluation form is kept in the student's permanent file and copies of all Course Evaluations are sent with all official transcript requests.

The Course Evaluation is intended to provide a description of the student's achievement in the course. Evaluations should address the student's attendance, class participation, motivation, the work produced, and the student's progress and technical expertise in the subject area. Letter grade equivalents are not given for Pass/No Credit courses

Requesting Letter Grades on Transcripts

A student, matriculated prior to 1988 Fall semester, can request that all passing (C or above) letter grades assigned according to official grading policy will appear on his/her permanent transcript

To indicate the choice above, a student completes a form which is then filed with the Registrar's Office as a permanent record

Change of Grade

An instructor may change any grade until the following mid-semester.

Incomplete grades, in exceptional cases, may extend beyond the following mid-semester only at the discretion of the instructor or the department chair in the absence of the instructor.

Changes of grades other than incomplete will be permitted after mid-semester only with the signatures of the instructor, the department chair, and the Associate Dean of Academic Affairs. In the absence of the instructor, the signature of the Chair and Dean will suffice.

If the instructor initiates a change of grade, it shall be the responsibility of the Registrar to notify the student.

An Individual Grade Sheet must be used in order to change an INC to a final grade. A Change of Grade form must be used for all other changes of grade.

Review Board Evaluation

Beginning in the Sophomore year, a student's work is reviewed by a board of faculty and visiting critics. These review boards are selected by students and their instructors. Review boards bring objective professional analysis to bear upon a student's evolving body of work. The review boards bring a fresh point of view to the continuing evaluation of the students by their faculty.

They are one of the more important elements of education at the College of Art, because they enhance the student's understanding of what he or she is creating, and perhaps more importantly, they offer the experience of having one's work evaluated professionally. For some departments the recommendations of review boards may weigh more heavily than course grades for the good standing of students in their concentrations.

Student Work

All papers, texts, models, and other materials handed in to an instructor in fulfillment of a class requirements will be held by the instructor for one full semester following completion of the course. Instructors are responsible for preserving course materials for this period and making them available to students, who in turn are responsible for retrieving them. Following this period, instructors have the right to discard any course materials not collected. If course materials continue to be preserved past this period of time, ownership of such works is retained by the student. Please be aware that the college assumes no responsibility for the damage or loss of property and artwork in the studio spaces.

Studio Spaces

A selected number of studio spaces may be assigned by the Department Chairpersons to Sophomore, Junior and Senior students majoring in Fine Arts 2D, Design, and Media and Performing Arts. Students are assigned spaces and must sign contracts with the department Chairs at the beginning of the Fall semester. All studio spaces must be vacated at the end of the academic year. Any student found in violation of this provision may be subject to both academic and disciplinary action.

Attendance

During the first week of classes, instructors clearly state their expectations with regard to performance and attendance, and their method of maintaining attendance. They explain their expectations with regard to make-up work and examinations which may be necessary due to the absence of either party.

All students must attend the first day of classes for which they registered to reserve a place. If they cannot attend because of illness or other emergency, they must call the secretary of the department. If you fail to the first class meeting to inform the faculty member of their absence. Students are expected to attend all classes. Faculty have a right to assign "no-credit" to students who attend less than 80% of the classes.

Absence

If a student is absent for one class they should notify the department secretary who will inform the faculty member. For prolonged periods of absence, a student must notify the Associate Dean of Academic Affairs who then informs the instructor. Reasons for absence must be given.

Learning Disability Procedures

The Massachusetts College of Art recognizes Federal Mandate 504 which guarantees educational rights for the learning disabled, as well as the newly enacted American with Disabilities Act. Only students who have been professionally diagnosed as having learning disabilities through an established Individual Educational Plan (IEP) from high school or through a professional diagnosis will be eligible for support services (listed below) in order to complete their courses successfully at the Massachusetts College of Art. Undiagnosed learning disabled students must take the initiative in seeking a professional diagnosis. Information on centers for diagnosing learning disabilities can be found in the Office of Academic Advising and the Office of Health and Counseling. Students are strongly advised to begin diagnostic procedures before courses begin in order to be fully prepared for class.

Students who have been professionally diagnosed and documented for learning disability may then request assistance through the Affirmative Action Disability Office. The Associate Dean of Academic Affairs will work with each student concerning reasonable accommodations appropriate to their academic situation.

Attention Deficit Disorder Procedures

The Massachusetts College of Art recognizes that Attention Deficit Disorder is a disability as defined by the Americans with Disabilities Act. (Students who have been professionally diagnosed will need to present proof of diagnosis in the form of a letter from the diagnosing clinician). These students will be eligible for various support services (listed below) to assist them in completing their studies at MassArt.

Students who suspect they may have Attention Deficit Disorder must pursue professional diagnosis. Counseling Services will provide referrals to clinicians experienced in assessing and treating Attention Deficit Disorder. It is inadvisable to wait to pursue a diagnosis, as it may take several sessions to establish the diagnosis. Adjustments to help the student cannot be implemented retroactively.

Students who have been professionally diagnosed with Attention Deficit Disorder should then request assistance through the Affirmative Action/Disability Office. The Associate Dean of Academic Affairs will work with each student concerning reasonable accommodations appropriate to their academic situation.

Tutorial Program

Tutorial assistance is available through the Critical Studies Department, offering counseling and instruction in the areas of reading and writing, as they relate to both academic and studio courses. Students may be referred by an instructor or may seek help through the Advising Office. Tutorial aid can be short-term or long-term. Faculty members and students serve as tutors. For more information contact the Critical Studies Office.

International Students

All students who are not citizens or permanent residents of the United States should complete an International Students Information form in the Admissions and Retention Office (first floor, South Building) so that the Office has accurate information on their Visa status. If that status changes, students should inform Admissions and Retention.

Students on F-1 student visas need to have Kay Ransell (Admissions) sign their I-20 forms before travelling out of the country. Students should see Kay Ransell also for all Immigration related Issues such as extension of stay or change of status.

Students on F-1 visas can work on-campus, but must file an on-campus work form and meet with Kay Ransell before accepting such employment. Off-campus employment possibilities for enrolled F-1 students are very limited and not available until one full year of study has been completed. If interested in discussing off-campus employment, make an appointment to meet with Kay Ransell in Admissions. Any graduating Senior or Graduate student who wishes to extend their F-1 status with a year of practical training should make an appointment to meet with Kay and start the application process at least two months prior to their graduation date.

Until the law changes, all International Students must file U.S. income tax reports every year, even if they earn no money in the U.S. in that year. The appropriate form is a 1040 NR. Tax forms, instructions, advice and sympathy are available from Kay Ransell in the Admissions Office early in the Spring semester. Tax forms must be filed by April 15th each year. If the student is earning money in the U.S they should be aware that their tax rates are very different from those of U.S citizens and much more complicated. All International students should check with their respective employers and with Kay Ransell to be sure that they file the appropriate withholding forms so that they do not experience a large tax bill in April.

Transfer Credit

The maximum number of transfer credits accepted by the College is 69: 39 maximum in the studio areas and 30 maximum in the Critical Studies areas. Students must receive a grade of C or higher in courses acceptable for transfer. Only courses consisting of 3 semester credit hours taken at accredited schools will be considered for transfer credits. Courses taken at the College's Continuing Education Program prior to admission are subject to transfer credit review and restrictions.

Enrolled students who wish to take courses at other institutions or through the program of Continuing Education as part of their Degree Program must gain prior approval from the appropriate department chairperson.

Studio Transfer Credit
Students accepted to the Massachusetts College of Art are placed in studio courses based on the strength of their application portfolio. The number of possible transfer credits does not necessarily determine a students class level.

Studio courses not used to fulfill specific departmental requirements are evaluated for elective credits based on the level of acceptance and faculty recommendations.

Liberal Arts Transfer Credits
Transfer academic credits are determined by the Critical Studies department chair and are commensurate with the level the student has reached at the previous college.

- Completion of Freshmen year:15 credits
- Completion of 3 semesters: 18 credits
- Completion of 4 semesters: 24 credits
  Completion of 5 semesters: 27 credits
- Completion of 3 or more years. 30 credits

College Board Advanced Placement Program
A student who has received a score of 4 or 5 in the Advanced Placement examination may receive transfer credit for an appropriate course. A score of 3 exempts the student from an equivalent course but does not grant credit: students must take another course in that area to fulfill distribution requirements.

Portfolio Credits
A maximum of 15 portfolio credits may be granted for exceptional experience outside the classroom as evidenced by the portfolio or resume. Credits granted for the portfolio are included in the 39-credit maximum studio-transfer allotment.

Registrar's Office

The Registrar's Office is located on the 8th floor of the Tower Building and is open Monday-Friday, 8:30 a.m - 5:00 p.m. The purpose of this office is to maintain timely and accurate academic records for the entire College.

Registration
Students are required to register each semester until all degree requirements are fulfilled. Unless granted an official leave of absence, a student who does not officially register for a semester will be considered to have withdrawn from the College. Students who register for 12 or more credits (by the end of Add/Drop) will be considered full-time. Students who register for fewer than 12 credits (by the end of Add/Drop) will be considered part time.

One week prior to registration, the Business Office will notify all students with an outstanding balance to clear their charges in order to register. Student bills generated from registration are sent to the students billing address approximately one month prior to payment deadline. All bills for registered students are due in the Business Office on the stated due date, i.e. August 17th & December 31st. With the exception of late admits, no registrations are entered or changed after bills are run. Written notifications of these and any other exceptions will be sent to the Business Office by the Registrars Office for all late admits, who will then be billed manually. Payment for these students will be due no later than the first day of class.

No later than three working days prior to the start of classes, the Business Office will provide to the offices of the Registrar and the Associate Dean, Academic Affairs, lists of those registered students whose bills have not been paid. The registration of these students will be deleted, and they will be required to late register (see Late Registration Procedures). The status of all billing and payments will be finalized after the Add/Drop period.

Any exception to these policies must be based on a written appeal by the student to the Associate Dean, Academic Affairs. The Associate Dean of Academic Affairs, in conjunction with the Vice President of Administration and Finance and other interested parties, may grant exceptions due to unforeseen emergencies. The Associate Dean of Academic Affairs will forward all appropriate written documentation to the Vice Presidents Office, where it shall be kept on file.

Late Registration

The late registration process involves adding all your classes. To do this you will need a Late Registration Form, available from the registrar's office (please use only one to avoid any possible confusion). You may register only during the Add/Drop period

Choose your courses by consulting your academic evaluation form (available in the Academic Advising Office, T541). Please note that not all instructors will be able to add you to their courses, so you should pick alternates. The signature of the instructor is required for each course for which you register. You are advised to go to the first class meeting to determine if space is available for you in the course. Your faculty advisor also needs to approve your academic program: you may get this signature before you get instructor's signatures. If you cannot locate your advisor, the chair of your department may sign your form

Once you have obtained the necessary signatures, you should proceed to the Business Office to pay your tuition. Upon full receipt of payment, the Business Office will sign your late registration form and bring it to the Registrar's Office. All late registrations are due by 4:30 p.m. on the final day of the Add/Drop period.

Transcript Requests

Any current or former undergraduate student who requires a copy of his or her transcript may request one from the Registrar's Office. All transcript requests must include the student's name, former name (if any), ID# or social security #, dates of attendance, the address to which the transcripts are to be sent, the student's address and phone #, and the student's signature. A request form is available in the Registrar's Office There is a charge of $2.00 for each official transcript, $1.00 for each student copy. All payments must be made by check or money order, made payable to the Massachusetts College of Art

Transcripts should be requested well in advance, as it can take between 5 to 12 working days to process them. Every effort will be made to process requests more quickly than this, however, transcripts are generally not available the day of the request.

Transcripts of current graduate and certificate program students should be requested from the Office of Graduate and Continuing Education. Transcripts of students who completed graduate and certificate programs prior to May 1992 are available in the Registrar's Office.

Enrollment Verification Requests

The Registrar's Office can verify enrollment for any student enrolled in the undergraduate programs of the college. (Enrollment verification for graduate and continuing education students is obtained from the Office of Graduate and Continuing Education). All enrollment verification requests should include the students name, former name (if any), dates to be verified, and the students signature.

No enrollment can be verified prior to the first day of classes for the semester to be verified. Registration for a semester may be verified immediately following registration

All enrollment requests are processed within 5 to 10 working days of the date of the request. Every effort will be made to process requests more quickly, when needed, however, requests should be made well in advance to provide sufficient time for processing.

Academic Progress

Mid-Semester Warning
If a student is in danger of not passing a course at mid-semester, he/she receives a mid-semester warning from the appropriate faculty member.

Incomplete
A final grade of Incomplete (INC) is given only in exceptional circumstances. Incomplete must be made up by 8th week (mid-semester) of the following semester, unless an extension is granted in writing by the instructor. All extensions must be filed in the Registrar's Office.

Academic Notice
Students who complete less than 2/3 of credits attempted in a semester will be placed on Academic Notice and will be advised of this status in a letter from the Associate Dean of Academic Affairs. Only courses receiving a passing grade are considered completed. Grades of Incomplete, No Credit and F (failure) designates courses which are not completed.

Academic Notice status is removed when a student successfully completes 2/3 of the credits attempted the following semester. As second Academic Notice will result in a student being placed on Academic Probation.

Academic Probation
Students who receive two consecutive semesters of Academic Notice will be placed on Academic Probation, and advised of this status in a letter from Associate Dean of Academic Affairs. These students must meet with the Associate Dean before registration to discuss the process required to remove probationary status. All students who are on Academic Probation must pass 2/3 of the credits attempted in the following semester.

Academic Dismissal
If a student on Academic Probation fails to successfully complete 2/3 of the credits attempted in the next semester, then the student will be subject to academic dismissal. The Associate Dean of Academic Affairs will meet with the student to discuss such dismissal. Students who wish to appeal that dismissal can do so through the Associate Dean of Academic Affairs within six weeks from date of dismissal. A student who has been dismissed for academic reasons from the College, may appeal the decision by presenting his/her objections in writing to the Associate Dean of Academic Affairs for review by the Vice President of Academic Affairs.

Department Dismissal
All departments have internal standards for academic dismissal from a major/concentration; each department provides a probationary period of at least one semester for students who have fallen below departmental standards. Departmental policies for dismissal are as follows:

Art Education:
Students must earn a B- average in every Art Education course in order to enroll in AE 302 Methods Lab. Art Education majors must earn at least a B- in Methods Lab in order to student teach. Student teaching is required for State Certification. Students may repeat Methods Lab (Saturday Studios) once if they fail to earn at least a B-. Students failing a second time are subject to dismissal.

Art History:
An Art History major should maintain a minimum B- average in the major. A student who falls below this average is subject to dismissal from the major.

Communication Design:
A student whose work remains poor after two mid-semester reviews, and whose average is below B- in the major, will be considered for dismissal from the department, after discussion with the departmental faculty and the student.

A student who has been dropped from the department for poor performance can reapply with an improved portfolio. If the portfolio and discussion with the student demonstrates ability and commitment to continue, the student may be readmitted.

Every consideration will be given to special personal circumstances hampering the progress of a student. A student may be advised after reviews to repeat a semester, repeat a year, change major, or take supporting courses. In all cases faculty advising will focus on what action can best help the student graduate with a good standard of work.

Environmental Design:
A student whose work remains poor after two mid-semester reviews, and whose average is below a grade of C in the major, will be considered for dismissal from the department, after discussion between the departmental faculty and the student.

A student who has been dropped from the department for poor performance can reapply with an improved portfolio. If the portfolio and discussion with the student demonstrates ability and commitment to continue, the student may be readmitted.

Every consideration will be given to special personal circumstances hampering the progress of a student. A student may be advised after reviews to repeat a semester, repeat a year, change major, or take supporting courses. In all cases faculty advising will focus on what action can best the student graduate with a good standard of work.

Fine Arts 2D:
Any Fine Arts 2D student who receives more than one No Credit in their major in any semester or two No Credit grades for the same course (Fine Arts elective or major requirement that is repeated) shall be considered for dismissal from the department. Such students must meet with their advisor and the department chair to review the dismissal situation. The advisor, along with the Department chair, may then determine whether the student may be allowed to continue on probation or be dismissed from the department.

Fine Arts 3D:
Any Fine Arts 3D student who receives one No Credit in a 3DFA Department required course in any semester, or two No Credit grades for the same 3DFA department required course (that is, repeated) shall be placed on Probation from the Department. Such students must meet with their advisor and the department chair to review the probational situation. If the student fails another 3DFA course while on Probation, the advisor, along with the Department chair, may then determine whether the student may be allowed to continue on Probation or be dismissed from the department.

Media and Performing Arts:
If a student is judged by a faculty member to be continually working below the expected level, he or she will be asked to leave the area. The procedure for dismissal is as follows::

1. Student is warned verbally and by letter.
2. Student is informed verbally and by letter.
3. Readmittance after dismissal is left to the discretion of the faculty member.

Students should be informed of departmental probation by written notice presented to the student during a meeting with appropriate faculty members and the department chair. This meeting should take place in by first the first week of the semester. The Associate Dean of Academic Affairs is notified at that time of the students having been put on probation, and is provided all the pertinent information by the department.

Students on departmental probation should be notified in person by the appropriate faculty and department Chair, either a recommendation for departmental dismissal or lifting of departmental probation. This notice should be given immediately following the students end-of-the-semester review. At this point the recommendation for departmental dismissal is forwarded to the Associate Dean of Academic Affairs, who reviews the evidence for dismissal and, in writing notifies the student of her decision.

Students dismissed from the department have the right to appeal through the Office of the Vice President Academic Affairs. Students who have been dismissed from two departments are subject to academic dismissal from the school.

Leave of Absence/ Withdrawal Petition

Leave of Absence
A student not on academic or disciplinary probation, who wishes to be away from the College may take a leave of absence for a semester or a full academic year. A completed leave of absence form, including the signature of the Associate Dean, Academic Affairs (Dean of Students Medical Leaves), must be filed with the Registrar's office. Students may not apply for leave of absence once the semester has started, except in cases of hardship as determined by the Associate Dean, Academic Affairs, or in the case of medical reasons, by the Dean of Students.

If a student has a medical, psychological or condition that renders him/her unable to continue course work, a Medical Leave of absence may be taken. The Leave of Absence form must be signed by the Dean of Students. Written documentation of said condition from the appropriate medical or mental health professional must be presented to the Associate Dean, Student Affairs [illegible] individually.

Students returning from a leave of absence must fill out a return from leave form not later than 30 days prior to the first day of classes for the semester they wish to return, except in cases of hardship as determined by the Associate Dean, Academic Affairs; however, it is expected that returning students will attend registration. Return forms and registration instructions are mailed to the address indicated, about on month before registration for the semester the student is scheduled to return. (Registration is usually at the end of the previous semester).

Students who wish to extend a one semester leave of absence to one year must request the extension in writing.

Students who do not return to college at the end of an approved leave of absence will be considered withdrawn from the College and must reapply for admission.

In cases of Medical Leave, the Return Form must be signed by the Dean of Students. The College reserves the right to approve return contingent upon additional information such as evidence of satisfactory physical and mental health, or a personal interview to determine the students ability to meet the institution's academic standards.

Students attending another school through the mobility program (Consortium of East Coast Art Schools exchange programs) or at other colleges with departmental and academic affairs permission do not need to file a leave of absence form. However, these students must register for a preassigned course indicating such approved alternative study.

Student Loan Payment

[illegible] a Leave of Absence for more than one semester will be considered withdrawn for the purpose of student loan repayments, and repayment will begin. Additionally, any student who takes a second Leave of Absence within a 12 month period, or extends a one semester leave will be considered to have withdrawn from the College as on the first day of the initial leave, and repayments of student loans will begin.

Student Visa

Any student considering a leave who holds an F1 visa (student) should meet with the Associate Dean, Admissions and Retention, prior to taking the leave.

Withdrawal (Voluntary)

Students who wish to withdraw permanently from the College must complete an official Withdrawal Form obtained from the Registrar's Office, including the signature of the Associate Dean of Academic Affairs

Students who are not registered and did not complete a Leave of Absence form by the end of the Add/Drop period are considered to have withdrawn from the college.

Involuntary Withdrawal

(See page 73)

Readmission

Students who are not registered and did not complete a Leave of Absence form by the end of the Add/Drop period are considered to have withdrawn from the college. These students must reapply through the Admissions Office and meet the same application requirements and conditions as transfer students.

Students who have been dismissed for academic reasons may, after a minimum of one year, petition the Associate Dean of Academic Affairs for readmission.

Students dismissed for disciplinary reasons may, after a minimum of one year, petition the Vice President of Student Affairs for readmission.

Off-Campus Study Opportunities

Cross Registration

Through consortium agreements with other nearby colleges, full-time students have the opportunity to supplement their curriculum in such areas as the arts, humanities, languages, mathematics, and natural and social sciences. The following are three consortia which permit such exchanges are listed in the chart to the right..

To enroll in a class at a consortium school students need to obtain a Cross-Registration form from the Registrar's Office. This form requires the name of the course and the MassArt requirement it is fulfilling, a faculty advisor's signature, and approval from the Registrar prior to the end of the Add/Drop period. Students then take the form to the host institution complying with that institution's deadlines and registration procedures. For more information, contact the Pro Arts Office.

Mobility Program

Through the Mobility Program, students in their Junior year have the opportunity to study for a semester at another art school. Participating students pay Massachusetts College Of Art tuition and fees. The following list are members of the Association of Independent Colleges of Art and Design and the East Coast Consortium who participate in the Mobility Program:

Alberta College of Art & Design
Art Academy of Cincinnati
Art Institute of Boston
Art Institute of Southern California
Atlanta College of Art
California College of Arts and Crafts
Center for Creative Studies
Cleveland Institute of Art
Cooper Union School of Art
Corcoran School of Art
Emily Carr College of Art and Design
Kansas City Art Institute
Kendall College of Art and Design
Maine College of Art
Maryland Institute of Art
MAssachusetts College of Art
Memphis College Of Art
Milwaukee Institute of Art and Design
Minneapolis College of Art and Design
Montserrat College of Art
Moore College of Art and Design
Nova Scotia College of Art and Design
Ontario College of Art & Design
Otis School of Art and Design
Pennsylvania Academy of Fine Arts
Pratt Institute School of Art
Rhode Island School of Design
Ringling School of Art and Design
San Francisco Art Institute
Pacific Northwest College of Art
Parsons School of Design
School of the Art Institute of Chicago
School of the Museum of Fine Arts, Boston

Students who are interested in applying to the Mobility Program, should meet with the associate Dean, Academic Affairs within the first two weeks following the Add/Drop period of the prior semester.

They then must complete an application (available in the Advising Office); obtain the approval of both their faculty advisor and department Chair; and submit a proposal explaining their reasons for participating in this program. A slide portfolio is required

a. Pro Arts Consortium

(Office at MassArt, 232-1555 ext 254, Tower Building, 7th Floor, Rm 731)
Berklee College of Music
Boston Architectural Center
Boston Conservatory
Emerson College
School of the Museum of Fine Arts

b. College Academic Program Sharing (CAPS)

Bridgewater State College
Fitchburg State College
Framingham State College
Massachusetts Maritime Academy
North Adams State College
Salem State College
Westfield State College
Worcester State College

c. Public College Exchange Program (PCEP)

Bunker Hill Community College
Roxbury Community College
University of Massachusetts Boston

Foreign Study
Massachusetts College of Art students who request materials and information on foreign study and exchange programs should contact the Advising Office. The Associate Dean, [illegible] study programs available.

Summer Study Off Campus
Students may take Summer courses off campus for credit. To insure that these courses will fit into curriculum requirements, students are encouraged to discuss Summer academic plans with the Associate Dean, Academic Affairs or the appropriate department chairperson.

Departments throughout the College also use the hallways in their respective areas for display.

Exhibitions, performances, and openings are [illegible] in the College Newsletter. These can be an important part of your education in the Visual Arts, so try to attend. For further information about exhibition schedules, contact Jeffrey Keough, Director of Exhibitions, at ext. 550.

Exhibition Safety
The Director of Exhibitions in conjunction with the Public Safety Office must be assured that exhibiting works are safely secured and that they are not interfering with a fire exit, passageway access, lighting, public doorway, or fire safety equipment. Pieces with protruding edges or points must be carefully mounted or in some cases protected by a rope barrier. Works should not be constructed of materials that are health hazards and that are easily flammable.

EXHIBITIONS/GALLERIES

The College Galleries

[illegible]	10th Floor, Tower Bldg
Arnheim Gallery	1st Floor, South Bldg
Bakalar Gallery	1st Floor, South Bldg
[illegible]	2nd Floor, South Bldg
Installation Station	2nd Floor, Kennedy Bldg
Patricia Doran Gallery	1st Floor, Kennedy Bldg
Smith Hall	1st Floor, Smith Hall
[illegible]	2nd Floor, Kennedy Bldg
Studio Found. Gallery	2nd Floor,South Bldg
Tower Gallery	2nd Floor, Tower Bldg

Any questions regarding Exhibitions and/or Exhibitions Policy should be addressed to Jeffrey Keough, Director of Exhibitions, at ext. 550. The Office of Visiting Artists and Exhibitions is located on the 1st Floor, Bakalar Gallery in the South Building.

Legal Liabilities in Exhibitions
Every effort will be taken by members of the Public Safety Department to insure that an exhibit it is protected. However, no liability is assumed by the College unless agreed to in advance.

Exhibitions Policy
Assumption
Exhibitions serve as an ongoing resource for the College community. It is the intent of Exhibitions to demonstrate the visual articulation of ideas and values. Exhibitions of a professional art college reflect the diversity of the college itself; subsequently, exhibits will include a wide range of media and themes and, whenever possible, relate to visiting artists and lectures. Artistic freedom and responsibility are necessary in conceiving and carrying out the exhibition program.

Exhibitions Committee
The Exhibition Committee is the College's governance forum which serves as a decision-making body for exhibitions, visiting artists, and the use of Massachusetts College of Art "exhibiting space" and also some public spaces. The Committee is comprised of five faculty, five administrators, and five students. The Director of Exhibitions coordinates and oversees all exhibition activities which include "planning, scheduling, installing, jurying, securing safely, and handling [illegible]."

Exhibitions in Non-Public Spaces
Non-public spaces are defined to be those where participation in this exhibition is at the viewers option and controlled access is possible, such as enclosed gallery settings. On campus, such spaces include the Bakalar and Huntington Galleries, the Alumni/ae Gallery, and the Student Life Gallery. The Director of Exhibitions is authorized to approve and implement exhibitions [illegible] Public Spaces.

The following indicates who is responsible for scheduling each gallery:

Alumni Gallery	Alumni Affairs
Bakalar Gallery	Exhibitions Committee
Huntington Gallery	Exhibitions Committee
Installation Station	Student Activities & Programs
Patricia Doran Gallery	Graduate Office
Smith Hall Gallery	Housing-Residence Life
Student Life Gallery	Student Activities & Programs
Tower Gallery	Student Activities & Programs

The Director of Exhibitions will review any doubtful issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety.

Exhibitions in Public Spaces

Public areas on campus include all lobby and hallway areas in the campus buildings, the Tower Auditorium, the Cafeteria, and all exterior grounds area adjacent to all buildings, including the Courtyard. Public areas also include displays in street facing windows. Plans for college sponsored exhibitions off-campus should be reviewed and scheduled in advance with the Exhibitions Committee.

The Director of Exhibitions is authorized to approve and implement exhibitions within designated public spaces. Forms can be obtained in the Office of Exhibitions, 1st Floor, South Building. These forms need to be filled out by the student and signed by the Director of Exhibitions who reviews questionable issues of safety and security with the offices of Academic Affairs, Facilities, and Public Safety.

Exhibitions in hallways and corridors are scheduled to avoid conflicts, to insure health and safety, and in highly visible areas, to maintain standards of excellence. Each department has been allocated a corridor near its own studios for the display of provocative, exploratory, or developmental work. While health and safety regulations must be followed at all times, departmental chairpersons and appropriate faculty members set aesthetic standards for public and departmental exhibition areas.

Artistic Freedom and Grievances

The College encourages artistic experimentation, discovery, and self-expression. Learning and creativity involve taking risks. However, the College will not allow work which endangers the health and safety of any community member or the security of a building.

If an exhibitor has any questions regarding the "artistic freedom limits" of a particular piece, he/she is advised to consult with the Director of Exhibitions prior to the Exhibition. For existing pieces in a current exhibition, all questions of artistic freedom must be directed to the Director of Exhibitions.

If necessary, the Director of Exhibitions will consult with the Exhibitions Committee and the artist (in question). If a piece is temporarily removed by the Director of Exhibitions, the artist may follow a grievance through the following procedure:

1. A brief written grievance is presented to the Director of Exhibitions, who will place the grievance on the agenda for the next possible Exhibitions Committee meeting.
2. The Exhibitions Committee members will review the the grievance and Exhibition policy at the meeting.
3. Aggrieved party(ies) will be notified of when to appear before the Committee to make a short presentation.
4. The Committee's decision will be entered into the minutes, sent to the aggrieved parties and the Vice President of Academic Affairs.

Any questions regarding Exhibitions and/or Exhibitions policy should be addressed to the Director of Exhibitions. The Exhibitions Office is located on the 1st Floor, South Building, ext. 550.

Visiting Artists

Creativity is challenged and enriched by exposure to artist from outside the college community. Each year many artists, designers, educators, and others come to the campus to share their work and experiences with students and faculty, to review student work, and to create new works.

Artists are invited by student organizations, departments, concentrations, individual faculty, or through the formal Visiting Artists Program. Artists are housed in the Visiting Artist apartment

in the Smith Hall Dormitory. Recent guests have included artists from the United States, Mozambique, Poland, Czechoslovakia, Spain, Yugoslavia, Ireland, Columbia, Uruguay, Italy, Cuba, Japan, Germany, England, Canada, Russia, Netherlands, and Australia. The Visiting Artists Program organizes panel discussions and symposia on a wide range of topics of interest to the Greater Boston Arts Community. For updated information, call ext. 504.

Scholarships & Awards

Through the generosity of friends and alumni/ae, the College is able to provide its outstanding students with a wide range of scholarships and award opportunities. Information about scholarships and awards is available through the Office of Academic Affairs; some awards require the student to submit an application or statement of intent, while others are awarded by the Department Chairs on the basis of merit or need. Awards are presented at the Convocation ceremony, which is held on the evening before Commencement.

Graduation with Distinction Policy

Students matriculated prior to the fall of 1997 are eligible for Graduation with Distinction under both the old policy and the new fall 1997 policy. Student matriculated in the fall 1997 are eligible for Graduation with Distinction under the new policy only.

Old policy
The highest honor which the college confers upon its graduates is Graduation with Distinction, representing outstanding achievement in course work across al departments. Students nominated must have received at least four honors grades, one of which must be in a Critical Studies course, prior to the final semester, and must also have been awarded Departmental Honors in their major concentration.

New Policy
Students nominated must have received at least six honors grades, one of which must be in a Critical Studies course and one of which must be in the student's major concentration.

Graduation Rates

The Student-Right-to-Know and Campus Security Act require that the College make available to students the rate of graduation for the College. This rate represents the percentage of entering first-time full-time freshmen who graduate within six years of entry. These rates are posted in the Registrar's Office.

	1	2	3
Berklee College of Music			•
Boston Architectural Center			•
Boston Conservatory of Music			•
Brookline Public Library	•	•	•
Emerson College	•	•	•
Emmanuel College	•	•	•
Lesley College	•	•	•
Mass Coll of Pharmacy	•	•	•
Museum of Fine Arts Library	•		•
New England Conservatory of Music	•	•	•
School of the Museum of Fine Arts	•	•	•
Simmons College	•	•	•
Suffolk University		•	•
University of Mass., Amherst		•	•
University of Mass., Boston		•	•
Wentworth Institute of Tech.	•	•	•
Wheelock College	•	•	•
All Other Public Colleges		•	•

Library

With its dramatic view stretching from Cambridge to Boston Harbor and overlooking the Gardner Museum, Museum of Fine Arts, and Olmstead's Emerald Necklace Park, the Godine Library is an elegant and inspiring place for study and research. The Library is a treasure house of verbal and visual information focusing on art, design, media, education, and general liberal arts. It's collections include 90,000 volumes, 700 films, 1500 videotapes, 100,000 slides, 350 periodical titles, and the Gunn Associates Pictorial Reference File of 60,000 images collected from periodicals between 1939 and 1965 and arranged in meticulous subject order.

On line access to thirteen local libraries where materials may be borrowed and walk-in borrowing at two additional college libraries provides a total of more than one million titles easily available to the MassArt student. Students may also borrow from any of twenty-nine colleges and universities in Massachusetts.

The Library provides eight computers and laser printing for walk-in word processing, and VCRs and film projectors for viewing of selection items. All MassArt students may request internet accounts, free-of-charge, and three terminals in the Library are configured for Telnet access.

Access to Other Libraries
Through the Godine Library, MassArt students have convenient access to the collections of many other libraries. The Godine Library participates in three consortiums: Fenway Libraries(14 nearby libraries), Pro-Arts (6 nearby Art colleges), Public Higher Education in Massachusetts (29 public colleges and universities).The chart preceding this section indicates the kinds of access available. Key:

1. computer search: Whenever you use the computerized catalog at the Godine Library you automatically search the collections of the indicated libraries.
2. borrowing privileges: Your MassArt ID enables you to borrow material from the indicated libraries.
3. on site use. Your MassArt card enables you to use the indicated libraries' materials on-site.

Slide Library
The Slide Library is located on the 13th Floor of the Library. The slide collection consists of approximately 100,000 slides broadly categorized as Eastern, Western, and multi-cultural in focus. Easily accessible slide cabinets and a variety of light tables and stands provide comfortable viewing. Students with a current MassArt I.D. card may also borrow slides. Slide Library hours are 9am-7pm, Monday through Thursday, 9am-5pm on Friday, and 12-4pm on Saturday.

College Archives

The Massachusetts College of Art Archives are located on the 13th Floor of the Tower Building. The Archives are the repository of the College's permanent institutional records and other special collections which relate to the history of the College or people associated with it. All of the Archival holdings, which include publications business records, correspondence, photographs, art and video and audio recordings are unique and rare. All such materials are for in-library use only. The Archives are open for reference service by appointment.

Audio Visual Media Center

The College Media Center is located on the 3rd floor of the Tower Building. Services offered include 4x5 or 8x10 formats, photo reproductions of single frames from super 8mm or 16mm or 35mm or 4x5 negative-positive film or print. Preview stations for audio or video, duplication with copyright waiver, prerecorded material can be arranged.

The loan of AV equipment may be signed out at the AV Office. A current MassArt ID card is required to borrow equipment. Advanced scheduling of any service or loan of equipment is required due to heavy demand.

Continuing Education

BFA candidates may register for Continuing Education courses in any semester. During the fall and spring semester, the following procedures apply. These practices and procedure do not apply to summer registrations.

Any BFA candidate registered in both Day and PCE courses will be charged the appropriate tuition and fees separately in both Day and PCE courses. No student will be allowed to register in PCE until all day school fee commitments are paid in full. Any BFA candidate attending PCE only will be charged the appropriate PCE fees; no day fees will be charged. Instructions for registration are as follows:

1. Obtain blue registration form and course information from the Continuing Education Office (Tower 200)
2. Select courses
3. Complete registration form
4. See the Associate Dean of Academic Affairs (T541) to obtain approval for selected courses
5. If taking 9 or more credits in CD, go to Registrar's Office and get his signature
6. Go to the Continuing Education Office for registration

Continuing Education classes may be cancelled if under-enrolled. Courses meet regardless of day school vacations, faculty days, registration days, review boards, or exams. They do not meet on State Holidays or when the College is closed (see 1997-98 Academic calendar for specific dates).

To drop classes, a BFA student enrolled in PCE courses needs to complete an Add/Drop Form and Obtain the signature of the students faculty advisor. Students are encouraged to inform the instructor of the course. Failure to drop a course officially will result in a NC (No Credit) grade on the student's grade report. Consult Continuing Education Catalog regarding Add/Drop dates and refund policy.

For further general information, contact the Office of Graduate and Continuing Education. For more specific information relative to the application and admissions process for Graduate and Certificate Programs please contact the Office of Admissions.

Administrative Services

The Department of Administrative Services, located in Tower T-644, oversees the daily operations of the College. This includes everything from custodial services to power plant, construction management, purchasing, shipping and receiving, mailroom services, environmental health and safety and auxiliary services. The Assistant Vice President for Administrative and Auxiliary Services also works with our contracted dining service and bookstore and supply operation.

Facilities Assistance Helpline
Can be reached by calling Ext. 222 between the hours of 8:30 a.m - 5:00 p.m, Monday through Friday. Facilities Assistance should be used for, but not limited to, maintenance requests, facilities related emergencies, or general information. Students who wish to request a service may do so by calling Facilities Assistance or by filling out a Service Request Form (available in T-644). Distribution of keys is controlled by Public Safety in order to control unnecessary duplication and reduce the amount of unlawful entries on campus. Key request Forms are available in Public Safety or Administrative Services. Courtyard use forms and Event Registration Forms must be approved by the Director of Facilities prior to an event, such as an opening, or before erecting art work in the courtyard.

Health and Safety Officer
This office has prepared a Health and Safety Manual to educate students on the hazards involved with artmaking. The manual, which provides information on toxic materials and studio and equipment guidelines, is distributed at the beginning of every academic year. Students have a responsibility to familiarize themselves with this manual in order to ensure their own personal safety as well as the safety of other students. Material Safety Data Sheets (MSDS's) are kept on file in the Administrative Services Office and are available for students who wish to obtain further information on a particular product, solvent or chemical. Students needing a health and safety manual or copies of MSDS's should stop by Administrative Services, T-644, or call Ext.422.

Purchasing Office
Maintains the Massachusetts Higher Education Consortium (MHEC) and Educational and Institutional Cooperative Service, Inc (E&I) contracts, along with other various product catalogs. Prior to submitting a request for purchase, students should check with our Director of Purchasing, for pricing and product information. Additionally, you should check on procedure guidelines and authorization requirements necessary for purchases.

Campus Mailroom
Located on the 6th floor of the Tower Building processes all outgoing mail and incoming administrative mail. Please note that private student mail cannot be accommodated through the Mailroom. However, all undergraduate students are assigned mailboxes in the Kennedy Building. Graduate students are assigned mailboxes on the second floor, Tower outside the Public College Exchange Program Office. The mailboxes allow students to receive institutional or campus mailings. Students living in the residence halls are also assigned mailboxes in their dormitory.

Student Billing

Student billing is based upon the student's residency status, the number of credits for which the student has pre-registered; and the appropriate program fees. Bills are mailed in July and November for the Fall and Spring, respectively Payment is normally due three weeks after they are issued (please refer to the student calendar for specific dates.) Student accounts not cleared within the specified time frame, will result in the non-approval of the student's course schedule. If this occurs, a student must re-select courses during late registration to remain in an active student status for the term. There is no guarantee that the courses originally requested will still remain available

Debts

Students or former students who are listed by the Business Office as having unpaid debts for tuition, room board, medical or other College related charges will

1. not be issued a Diploma to which said students might otherwise be entitled;
2. not be furnished an unofficial or certified copy of their academic transcripts;
3. not be issued grades until obligation has been satisfied, and;
4. be reported to a collection agency and/or a credit bureau

Financial Aid

The Student Financial Assistance Program of the Massachusetts College of Art is committed to insuring that students receive all of the financial assistance to which they are entitled.

Each year, between 50-60% of our students receive close to over $5,000,000 in federal, state, and private financial assistance. During 1995-96 the College processed approximately $8,000,000 in grant funds, $90,000 in work study funds, and over $4,300,000 in various loan programs. For additional information concerning eligibility or application procedures, please refer to the more detailed financial aid Booklet available in the Tower Building, Room 803, or contact the Financial Aid Office by calling ext.524.

Federal Student Loans

Federal Student Loan recipients must have a loan approval form on file in order to have tuition and fees deferred until loan checks are received. Students who have not received final loan approval will be required to pay in full and will be reimbursed when the Stafford Student Loan has been processed.

According to government regulations, all student loans will be made payable to both the student and the College. Students will be required to endorse checks over to the College for processing. All loan checks are processed through the College's main checking account and the refund checks are normally available each Friday provided that checks have been properly endorsed. Please note that these checks may note be processed until after the semester begins in order for the College to comply with enrollment verification guidelines

Federal Student Loan Programs

Student loan recipients must have a bank loan approval on file to use these funds for maintaining their registration status. Students who do not have a loan on file will be required to pay their student account in full. Students will then be reimbursed when their Federal Loan has been received by the college.

The Massachusetts College of Art has three methods, by which they receive loan proceeds: checks and Electric Fund Transfer (EFT).

Federal Loans received by EFT: Every student receiving a loan through EFT must have a completed "Borrower Authorization Form" on file in the Business Office. Once the College has the student's authorization on file, we can apply the loan proceeds to the student accounts are loans are received. The College will notify every student in writing once the loan proceeds have been applied to his/her account.

Federal loans received by check: All student loan checks will be made payable to both the student and the College. Students will be required to endorse checks over to the College for processing. According to Federal regulation, the College cannot hold a student loan check for more than

45 days. Checks not processed within that time frame will be returned to the lending institution. If a loan check is returned, the student will be required to pay his/her student account in full.

Student Loan refunds. Loan refunds are available after a students account is paid in full. Refunds are disbursed on Fridays.

Refund Policy
The Massachusetts College of Art has adopted two refund schedules for students who withdraw or take an approved leave of absence.

	Student	MassArt
Withdrawal on the first day but before the start of the second week of class		
Withdrawal from the second week but before the start of the third week of class		
Withdrawal from the third week but before the start of the fourth week of class		
Withdrawal from the fourth week but before the start of the fifth week of class		
Withdrawal from the fifth week but before the start of the sixth week of class		
Withdrawal from the sixth week but before the start of the seventh week of class		
Withdrawal from the seventh week but before the start of the eighth week of class		
Withdrawal from the eighth week but before the start of the ninth week of class		
Withdrawal from the ninth week but before the start of the tenth week of class	40%	
Withdrawal from the beginning of the tenth week to the end of the semester	0%	100%

*Refund due to the student may be returned to the Title IV program if applicable

Continuing Students
Applicability: The following policy has been adopted for the refund of tuition and fees of all continuing, and readmitted students.

Policy: Any student who has paid their tuition and fees prior to the opening of school, and completes a Leave of Absence or Withdrawal Form before the first day of class, will be entitled to a full refund of tuition and fees. At the student's request, refunds will be processed after the Add/Drop period. Refunds will be based on each student's registration status, as determined by the Registrar. Please note all fees are non-refundable as of the first day of classes.

Students who leave or withdraw through established procedures will be subject to the following refund schedules:

- between the beginning of classes and the end of the first week - two thirds (66%) refund of tuition only.
- between the end of the first week and the end of the second week - one half (50%) refund of tuition only.
- between the end of the second week and the end of the third week - one third (33%) refund of tuition only.
- after the third week - no refund.

First-Time Students
Applicability: This refund policy will be applicable to all first time students enrolled in a Degree Certified Program of study at the Massachusetts College of Art. This policy applies to tuition, room, board, fees and other charges (except application fees).

Policy: Any student who has paid their tuition and fees prior to the opening of school, and completes a Leave of Absence or Withdrawal Form before the first day of class, will be entitled to a full refund of tuition and fees less an Administrative Fee of $100

Implementation
This policy recommendation would become effective September [illegible] continuing students please refer to MassArt's existing refund policy

Leave of Absence/Withdrawal Forms are available in the Registrar's Office. It is the student's responsibility to comply with the College's policy

Definition
The Massachusetts College of Art defines a new student as any matriculating student enrolled in their first semester of classes. A continuing student is any matriculating student enrolled for their second semester or after

Residency for Tuition Purposes

Massachusetts College of Art differentiates between tuition charges for residents of the Commonwealth and those who are residents of other states or countries. One continuous year of in-state residency is the minimum condition required for eligibility for in-state tuition billing status. The residency appeal process requires documentation in the form of residency of parent and/or student within Massachusetts, state tax payment, permanent employment in the state, motor vehicle registration, voting registration, etc. For Residency appeal forms and information, see the Registrar, 8th Floor, Tower Building

Book Store Vouchers

Students who have approved Financial Aid in excess of their student charges are eligible for a book store voucher of up to two hundred dollars per semester. Students may use the voucher to purchase school supplies from The MassArt Bookstore located on campus. If the full value of the voucher is not used The Bookstore will issue a refund directly to the student. The voucher will appear on your student account as a charge to be paid by your Financial Aid. If for any reason your Financial Aid does not pay for your book voucher you will be held responsible for the payment of the voucher

For more information contact Ted Coffey, Bursar, 8th Floor Tower, Bursar's Office

The Division of Student Development and Community Affairs exists to help with and advocate for many aspects of a student's life here at the College and in the wider Community. The Student Development part of our long title is overseen by the Dean of Students and includes student development, service learning, orientation, student activities and programs, student government, health, and counseling, all those ways we work with students. The Vice President is responsible specifically for the Community Affairs portion of our Division, including not only work with individuals and organizations in the wider community, but though career services, disciplinary, public safety and housing efforts on campus. The dedicated staff and offices can be found on the second floor of the Kennedy Building (Public Safety is located on the first floor of the East Building)

Career Resources

The Career Resources Office assists students and alumni by offering broad access to information about art-related opportunities and options for other types of employment. The services that are available include: career counseling by appointment; assistance with resumes, cover letters and interviews; job listings for art-related and other employment; assistance with grants, fellowships and scholarships; student employment and internships and information on legal and business issues for self-employment artists. Both paid and unpaid opportunities offer MassArt students the opportunity to develop their portfolios and gain valuable experience while in school.

The office also maintains a library with information on grants, overseas study, graduate schools and careers in art, design and education. The Assistant Director serves as the Fulbright Advisor on campus and is available for grant writing assistance.

The Career Resources Office is located on the 2nd Floor, Kennedy Building or call (617) 232-1555 ext. 384.

Internships

This program provides students with practical opportunities in their respective fields of study, usually involving an exchange of 10-20 hours of relevant work per week for 3 academic credits. Internships give students the opportunity to exercise their talents and learn how their skills will connect with the current realities of the job market, as well as, to add to their portfolios. Listings of available internship placements are located in the Office of Career Resources.

Internships are available to full-time MassArt students in their Junior or Senior year, subject to departmental approval. A student must register for their internship in order to receive credit.

Information regarding the internship policy, procedures, and registration forms are available in the Office of Career Resources, 2nd Floor, Kennedy Building.

Counseling Services

Students experience many changes and pressures related to college and may bring personal, family and relational concerns with them to the academic setting. Counseling Services has a staff of clinicians, headed by a licensed psychologist, available to offer short term counseling at no charge. A daily emergency drop-in time is available for any crisis that needs immediate attention or when seeking a short and quick response to any mental health query. The staff can also assist in off-campus referrals for more lengthy treatment or consultation regarding medication. Throughout the academic year, Counseling Services sponsors workshops related to mental health concerns and overall emotional wellness, and are available to provide the same for any College related group or class, upon request.

Counseling Services maintains a strict policy of confidentiality and informed consent so that student may assured of complete privacy in their relationship to the counseling staff, including record keeping.

Counseling Services is located on the 2nd Floor of the Kennedy Building. Appointments may be made in person or by calling the Office, ext. 364. Normally, a student is able to be seen initially within a week. In emergency cases students will be seen immediately.

Health Services

The Health Office is located on the 2nd floor of the Kennedy Building. Medical Care including physical exams, management of acute and chronic illnesses, first aid for minor accidents, [illegible] procedures are provided. If there is a serious medical problem that cannot be managed, then a mutually satisfactory resource will be found that will be covered by the student's health plan.

Visits to the nurse practitioner, who is also the Director of Student Health, are on a walk-in basis, but if the visit will be a lengthy one, an appointment would be appreciated. The nurse [illegible] throughout the life cycle, i.e. pap smears, teaching breast self-exams and providing information to maintain a healthy lifestyle.

Dr. Patricia Downs, Internist, is available on campus six afternoons a month during the academic year. Visits to her at the Heath Office are billed to the student's insurance.

For emergencies, call Public Safety ext. 500, and students will be taken to Beth Israel Emergency Room or Walk-In Clinic.

Department of Public Health Requirements

The State of Massachusetts Department of Public Health mandates that all full-time students (part-time being defined as fewer than 9 credits) who plan to enroll in the undergraduate, graduate or certificate programs, submit a record of their immunizations. This also applies to students with "special student" status as well as International and/or exchange students. This record of immunization is to be submitted to the Student Health Office before registration is allowed. The law defines the criteria of satisfactory immunization and requires that students be reimmunized as needed to meet this criteria.

The Massachusetts College of Art further requires that all students submit a self-reported health history form. This is essential to the delivery of quality health care while you are a student in the [illegible].

Both the immunization and the self-reported history forms are requirements of registration. No student will be allowed to register until this material has been received by the Health Office. [illegible] to the student in advance of registration and before the beginning of classes.

The immunizations are measles, mumps and rubella, tetanus and diphtheria, and a test for tuberculosis within the past year.

If the student does not have access to a health [illegible] are available at the Health Office, free.

Health and Accident Insurance

[illegible] (by law) that all College students carry health insurance. This applies to all undergraduate, graduate and certificate students who are enrolled for 9 credits or more. The Massachusetts College of Art sponsors a Health Insurance Plan, which is offered if any student does not have his/her own health insurance, and remains in effect for 12 months. International students and those from out of state are strongly advised to consider this [illegible]. A brochure describing the College sponsored insurance plan as well as a waiver form will be mailed out to each student.

If a student has their own Health Insurance Plan, they must complete a waiver form every year or they will be automatically billed for the College's [illegible]. For additional information please consult with the Health Services, 2nd Floor, Kennedy Building, ext. 364.

Orientation (New Students & Parents/Family) Programs

The Orientation Program at MassArt is designed to assist students in making the transition to MassArt. It addresses new students' needs from a holistic point of view, taking into consideration the intellectual, emotional, physical, social and spiritual dimensions of the student. Orientation consists of a variety of programs and activities designed to make students aware of the broad range of services available to them, introduce them to campus life and help them develop a connection to MassArt.

The Orientation Program extends throughout the Academic Year providing workshops, social gatherings, and support for new students on an ongoing basis. MassArt Primers - leadership teams comprised of faculty, staff, and upper-class students - serve as a resource and act as mentors for all new students. They also provide leadership for the Service Learning component of Orientation, a new initiative which introduces incoming students to community service opportunities in Boston, and the model of citizen-artist.

A Family Orientation is provided for the family members of new students, offering them information of College resources, the MassArt experience, and issues of transition.

Public Safety

The Office of Public Safety, located on the first floor of the East Building, is staffed 24 hours a day. Officers are always available to respond to calls for service, receive reports or provide information. The Department maintains a cooperative working relationship with State and local Police agencies as well as area hospitals and can serve as a referral agency when the assistance needed is not available on Campus.

For information or emergency assistance, 24 hours a day, call (617) 232-1555 ext.500.

The staff of the Department includes Sargeants, Campus Police Chief, Campus Police Officers and Institutional Security Officers.

Sargeants and Campus Police Officers are sworn, uniformed Police Officers who have the same authority on campus as municipal officers. They are police academy trained in accordance with the standards of the Massachusetts Criminal Justice Training Council and are empowered to detain, question and arrest violators of the Massachusetts statutes. They may also report infractions of College rules and procedures to the College administration for possible disciplinary hearings. They patrol the Campus on a regular basis and provide a wide range of public safety services.

Institutional Security Officers are uniformed officers assigned to areas of the campus which are vital to campus safety. In the absence of Campus Police Officers, ISO's patrol campus property and perform a variety of public safety services.

Officers receive continuing training in areas such as first aid and CPR, criminal investigation, self defense and other related fields.

Campus Crime

While it is true that MassArt has a relatively low crime rate, it is an undeniable fact that crime is prevalent in all urban areas. For this reason, the Public Safety Department takes its work seriously and adopts a proactive role to deter crime and apprehend criminals. But the reality is that Public Safety Officers cannot be everywhere at once. We depend upon the students to be our eyes and ears. If a student witnesses a crime or If you observe a situation which is likely to result in an injury to a fellow student, it should be reported at once either to a security officer posted in a building or via one of the emergency phones. The phones are linked directly to the campus police dispatcher and are located throughout the campus.

Crime Prevention

The following is a brief outline of some of the programs developed to deter crime on campus:

Escort Service

Call the Public Safety Department to request a walking escort to any point on campus, the Huntington Ave Parking Lot or areas immediately around the campus. For more information or to request an escort

Shuttle Service

The Public Safety Department provides a van shuttle service for students daily from 6:00 p.m. through 12:00 midnight, and throughout the night on periods of 24 hour access. Detailed information concerning the shuttle is available through Public Safety.

Crime Prevention Officers

The Department has available certified crime prevention officers who are prepared to meet with individuals, groups to provide information con-

Operation I.D

By arrangement with the Public Safety, valuable items can be engraved with the owner's driver license number and the registration numbers recorded in case of theft. Videotaping of property for insurance purposes can also be accomplished.

Closed Circuit TV

Closed circuit TV cameras monitor selected areas throughout the areas considered vital to the security of the college. Also, many exterior and interior doors of the College are protected by

Crime Statistics

The Crime Awareness and Campus Security Act of 1990 requires that statistics for the following categories of crime be published annually. These statistics represent reported incidents which occurred on campus:

	1993	1994	1995	1996
Hate Crimes	0	0	0	4
Murder/Non				
Negligent Manslaughter		0	0	
Sex Offenses Forcible		0	0	1
Non-forcible		0	0	
Robbery		0	0	1
Aggravated Assault	1	0	0	1
Burglary		0	4	1
Motor Vehicle Theft		0	0	
Larceny		0	0	

There were no reported offenses that manifested evidence of prejudice based upon race, religion, sexual orientation, or ethnicity.

During the reporting period there were no arrests for the following categories of crimes occurring on campus: liquor law violations, drug abuse violations and weapons possessions.

Enforcement Policy

The Department of Public Safety is bound by Massachusetts statutes to enforce the laws of the Commonwealth. Depending upon the severity of the crime, offenders may be arrested or may be summoned into court. Infractions and violations of College rules may also be referred to the appropriate College authority for administrative action. Policies concerning some serious issues:

Sexual Assault

The Public Safety Department provides ongoing programs by specially trained officers to prevent rape, acquaintance rape, and other forcible and non-forcible sex offenses. These programs include orientation workshops, distribution of literature etc. If a sex offense occurs, evidence of the crime should be preserved to aid in any subsequent court prosecution, and the incident should be instantly reported to the Public Safety

Department, or if a victim chooses, our officers will assist the student in notifying the Boston Police Department. Massart also provides both on and off campus counseling services for victims of sex offenses and the resources of the Health Services Department are available as well.

Larceny
This is one of the most common campus crimes. Larceny in excess of more than $250 is a felony in Massachusetts and offenders will be prosecuted.

Weapons
State Law clearly prohibits possession of firearms and other dangerous weapons on state college property by anyone other than law enforcement personnel. This statute is rigorously enforced.

Drugs and Alcohol
Possession, manufacture, trafficking and distribution of illicit and controlled substance is a violation of state and federal law. The Public Safety Department enforces drug violations as well as violations of the alcohol laws. When circumstance warrants, students will be referred to counseling services for assistance.

Graffiti
Graffiti is in fact merely vandalism. Its removal from buildings causes expense to the College. Enforcement action will be taken under the laws concerning destruction of property.

Identification Cards
Identification cards are issued to all students, staff and faculty and should be worn clipped to the outer garment at all times while on campus. The displayed I.D. access system has greatly assisted the Public Safety Department in controlling trespassing on campus. If your I.D. is not displayed, you may be briefly detained until your status is verified. This procedure has been instituted to protect your security and your cooperation will be greatly appreciated.

Please bear in mind that your MassArt I.D. remains the property of the College and must be produced upon request by a Public Safety Officer or other College Official. If you are involved in a rule violation, your card may be held temporarily until the situation is resolved.

Should you lose your I.D. check with Public Safety to see if it has been turned in. If necessary, the Department will issue you a new card upon the receipt of a $5.00 fee that has been paid to the Business Office.

Lost and Found
This Department is in the Office of Public Safety in the East Building. The College cannot assume responsibility for loss or damage to personal property left unattended in classrooms, studios or stored on campus. All students are urged to bring valuables home daily.

Motorist Assistance Program
The Public Safety Department has instituted a Motorist Assistance Program(MAP) intended to provide basic assistance to members of the community who have experienced vehicle problems. Some of the services available:

- Assistance with keys locked in vehicle
- Assistance with dead batteries
- Summon tow truck, taxi,etc.
- Escort owner to or from vehicle in immediate area
- Escort owner to residence within reasonable distance
- Assistance with flat tires
- Escort to gas station

Students should contact Public Safety when assistance is needed. Response is dependent on availability of personnel. The Department assumes no liability for damage caused during attempts to assist students in good faith. The owner must sign a waiver absolving the College and/or Public Safety from liability.

Security Alert Notification
When a serious crime occurs on or near MassArt's property, a special crime alert bulletin is posted and distributed throughout the campus. The security alert program is designed to aid the MassArt community members in avoiding becoming victims in similar occurrences of crime.

Studio Access
In order to minimize theft and vandalism to students property, access to studios is limited to those who have proper authorization. Public Safety Officers will not allow access for students or others who are not on an approved access list. Most studios are accessed by keys which are located either at the building security desk or at the Public Safety Office. Keys will be issued only in exchange for a valid student I.D. card and must be returned when you leave the studio. Violations of the studio access policy may result in administrative action against the student involved.

Housing & Residential Life

Off-Campus Housing

The Office of Housing and Residential Life assists students seeking off-campus accommodations. A [illegible] rooms, studios, and roommate situations is maintained in the Student Development and Community Affairs area. A booklet is available [illegible] ments, tenants' rights, budgeting, furnishings, transportation, and temporary housing.

Residence Life

Smith Hall houses 115 students in suite-style living spaces for four students each. The building's innovative design includes studio work rooms and quiet rooms on each floor, and a gallery, common room, and game room on the first floor.

North Hall is located a short distance away on the Simmons College Residence Campus. It provides 91 spaces for both returning and first year students. The campus is about a ten minute walk from MassArt and a shuttle will be provided North Hall residents will have access to campus [illegible] and fitness center.

Both residence halls are professionally staffed [illegible] resident assistants. The staff provides support for the residence community and oversees a thriving program of activities and events ranging from workshops on contemporary issues to fun social [illegible] to the Residence Hall Policy Handbook.)

Residence Halls Safety

Students who live and work in Smith Hall are on campus 24 hours a day, and they have a greater exposure to potential safety hazards than MassArt students who commute. For this reason, the security of the dormitories is of particular concern to the Public Safety Department. An officer is assigned to each dormitory at all times, and access is closely controlled. Guests of students must be signed in at the security desk and must surrender a valid I.D. to the officer. Once admitted, the host must accompany his/her guest at all times while in the dorm. Overnight guests must conform to the rules established by the Director of Housing and Residential Life.

Smith and Baker Halls, both have alarms and closed circuit TV systems. Students who tamper with this equipment or open an alarmed door without authorization (e.g. the door to the roof) will be subject to disciplinary action.

Student Activities & Programs

The Student Activities and Programs Office encompasses many facets of student life including: a Student Center, galleries, physical wellness services, trips, activities, and various programs to help enhance the MassArt student experience. With these programs and areas available, different individuals come together in a casual context. [illegible] sity of our student body, rekindle friendships, and cultivate a strong sense of community. All the spaces and programs described herein also employ students in a variety of job capacities. Hours and general information about all Student Activities and Programs appear in the Newsletter, on Channel One, and are posted around campus. For more details about working for the Student Activities and Programs Office, or to find out about reserving spaces, programming or general questions pertaining to these areas, please contact the Director of Student Activities & Programs on the 2nd floor of the Kennedy Building or at ext. 369.

Student Center located on the 2nd Floor of the Kennedy Building. This is a large informal space to relax, meet friends, share a snack, listen to music, watch T.V. or video's, or play pool & ping pong. This space accommodates student meetings and special events hosted by various student groups on campus, monthly coffee houses, and other musical performance events. Hours of operation are listed in the MassArt Newsletter and around Campus.

Student Galleries
provide a variety of exhibition opportunities to
ated to the Student Center. The Student Life
Student shows run throughout the year, and each gallery has an unique ambience. Don't miss the many exhibition receptions, they are a great way to see what your peers are up to and meet new faces. The process of getting a show varies in each space, so look for the brochure titled,"Student Gallery Guide", for more details about each process.

Matting Workshop
located in the Basement of the Kennedy Building, provides materials, equipment, for matting 2-D artwork as well as knowledgeable staff for teaching matting techniques. It is open on a regular basis as well as by appointment.

Physical Wellness
Athletics at MassArt, supported by the Student Activity Fee, and an agreement between MassArt and Emerson College, offers each MassArt and ProArts Consortium student an opportunity to participate in activities at the varsity, intramural and recreational levels in order to develop the
and the champion fourth.

Varsity Sports
The 12 varsity teams have enjoyed regional recognition as highly competitive NCAA Division III teams. MassArt via Emerson College is a member of intercollegiate athletic associations which
ment and championship play.
in golf, tennis, soccer, basketball, lacrosse and baseball. Women's varsity programs include golf, tennis, basketball, softball and soccer. Ice hockey is offered as a club sport.

The sports seasons are Fall, Winter and Spring. Information regarding pre-season tryouts and team meetings is available at the Student Activities & Programs Office and by notices posted throughout the campus community.

Academic Eligibility
For the purpose of athletic eligibility, "satisfactory progress towards a baccalaureate", shall be defined as is written in "Academic Policies". In addition to MassArt academic requirements, students must meet the requirements of the NCAA.

Intramurals
An active intramural program offers the opportunity for all students to participate in a wide range of activities. Student involvement plays a large part in the success of the program, the goals of which are fair play, cooperation, fun and enjoyment. Competition is offered in such sports as
Intramural notices are posted around campus throughout the year. Sign-up sheets are available at the Student Activities & Programs Office.

Health Fitness Center
The Health Fitness Center is available on a daily basis for student use. Hours are posted on the bulletin boards located at the Student Activities & Programs Office and Student Center. Health Fitness Center is located in the basement of the Kennedy Building. This area includes space for body toning and aerobic classes, and Eastern Movement Classes. The Health and Fitness Center features a full cycle of Nautilus machines, free weights, a Nordic track, an exercycle, two universal machines, treadmills and a variety of other equipment. Additionally, there are locker rooms and showers. The student employees who work here are all specially trained, and also have basic First Aid and C.P.R. certification.

Gymnasium
The MassArt Gymnasium is located next to the Public Safety Office in the East Building. Students may use the Gymnasium during MassArt open hours and upon request. All sports practices with Emerson College are held in the MassArt Gymnasium. For more information please contact the Director of Student Activities & Programs, second floor Kennedy or call ext.369.

Channel One
is our in-house closed circuit video information system. One of its main functions is to display announcements regarding campus activities,deadlines, or important information. Submissions for Channel One should be sent to Student Affairs Office (2nd Floor Kennedy Building). The deadline is Friday at 5:00 p.m. for display the following week. All notices must be submitted on a Channel One Submission Form and must include a contact name and a phone number.

Facilities Reservations

All use of on-campus facilities and off-campus events must be initiated in the Student Activities & Programs Office. An Event Registration Form must be completed regarding any event. All members of the MassArt community are required to complete an Event Registration Form ten days prior to having an event. The definition of an event is: any on or off-campus activity not published by the Registrar or Continuing Education. Any unregistered event is subject to closure. The forms are available in the Office of Student Development & Community Affairs, 2nd Floor, Kennedy Building. Scheduling of specific areas under the jurisdiction of individual offices will be scheduled and approved via the Event Registration form.

Student Government Association

Getting Involved
If nothing else strikes you about MassArt, its size is seemingly small. But don't let outside appearances fool you. Being a part of the Mass Art community avails you to hundreds of activities going on inside and outside the school. At least 36 student organizations sponsor a multitude of social, recreational, educational, and cultural activities and all of them welcome new members

Attending and planning these activities gives you the chance to meet new friends, expose yourself to new ideas, and develop new skills and abilities. Whether you are a Student Government Association (S.G.A.) Executive Council Member, the Representative or Alternate of a student organization, or are interested in the functioning of the MassArt community, you will learn valuable leadership skills that are required world wide. If you are interested in getting involved in an organization or want to start one of your own, go to the Associate Dean of Students for more information.

- Alliance (Gay and Lesbian Artists)
- All School Show
- Architecture
- Art Education
- Art History
- Art in Motion
- Ceramics
- Channel One
- Christian Fellowship
- Computer Controlled Media
- Core
- Design Research Unit
- Design Student Cooperative
- Eventworks
- E A T (Evidence of Active Thought)
- Fashion
- Fibers
- Film Society
- First Night
- Forty Three (43)
- Glass
- Graphic Design
- Illustration
- Industrial Design
- International Students Group
- Metals
- Painting
- Performance Art Committee
- Photography
- Printmaking
- Sculpture
- S.I.M. (Studio for Interrelated Media)
- Sound Performance
- SOMA
- Studio Foundation
- The Rag
- Video Association
- Women's Center

Organizational Listings
The following is a listing of organizations that have been active at MassArt in the past. This is a sample of the diversity of the student population here at MassArt. Please read the list to get an idea of what is available

Representatives are elected annually by the Department or the Group that they represent. The S.G.A is a powerful organization capable of creating change and supporting ideas.

Student Government Association
The Student Government Association (S.G.A.) is an self-governing organization that works closely with the Administration, especially the Associate

Dean of Students (staff liaison to S.G.A.) and the Vice President of Student Affairs, to form a stable base for independent and strong leadership, for students, by students. The student body elects S.G.A. Officers (known as the Executive Council) annually, during registration in the month of April. The Executive Council make-up is:

[illegible]

Student Trustee

These Officers are responsible for directing the everyday business and organizing S.G.A. senate meetings. The S.G.A. senate is comprised of one representative from each major concentration at the College and one representative from each student-run committee or organization, and each have voting power.

The meetings are once a week during the school year to discuss and act upon issues and problems that face the students at MassArt.

Emergency Student Loans

Students may apply for Emergency Student Loans [illegible] unanticipated expenses. These interest free loans of up to a $100.00 must be repaid within 30 days. Students may complete an application with the Financial Aid Office. These loans are funded solely by the S.G.A.

Student Development & Community Affairs Supply Grant

The Office of Student Development and Community Affairs has established this Fund in order to assist students that may be experiencing [illegible] specifically addresses the problems that arise when there is not enough money for the supplies necessary to complete a class, and the student has tried every conceivable avenue to meet this need. These grants are funded solely from a portion of the Holiday and [illegible]

Forms are available in the Student Activities & Programs Office, Second Floor, Kennedy Bldg.

Governance Committees

Students can also take part in the College-wide Governance Committees that set policy for the College, and can participate the formal governance of the College by being a member of one [illegible] These committees are legal and consist of members of the faculty, staff and students

These committees are:

Academic Policies
Admissions and Retention
All College Committee
Exhibitions
[illegible]urriculum
Student Affairs

Student members of these committees are appointed by the President of S.G.A. If you are interested in serving submit your name to the President of S.G.A. in early September to be considered.

If you want to become involved with the S.G.A. or any of its activities, please leave a note or drop by the Associate Dean of Students Office (2nd floor, Kennedy Building), or drop by the S.G.A Office (2nd floor, Kennedy Building) or leave a message on the S.G.A. answering machine, x389.

Student & Community Development

Students at the Massachusetts College of Art are offered a wide range of opportunities to become involved in their community, both within the internal MassArt community and the wider community of the neighborhoods that make up the City of Boston. While at MassArt, many students have discovered their own potentials for becoming leaders, and explored ways of implementing ideas and initiatives which positively affect the lives of others.

Community outreach opportunities in the City of Boston are many and varied for all students interested in becoming involved. During Orientation, new students are provided with the opportunity to participate in art-related community service projects at various sites around the city. This introduction to community service, service learning, and the model of artist as global citizen inspires students to see their potential as artists to transform their environments and make a positive contribution at the outset of their MassArt experience. While at the College, students have worked together on projects that address a wide range of issues, such as homelessness, hunger, and teenage parenting, as well with populations of every age and ethnicity.

For more information, contact Mindy Nierenberg, Associate Dean of Students, ext. 511.

MassArt Bookstore

The MassArt Book and Supply Store is located on the First Floor of the Kennedy Building. Hours are posted in the Newsletter each semester. It offers a complete line of professional art supplies, new and used texts, and other college materials

Food Service/Cafeteria

Dining services at MassArt are here to serve you in three locations on campus. The Main Dining Room, located in the Kennedy Building is open seven days a week. It offers a 19 meal plan for MassArt students and a variety of other plans and options for the entire community. The Mini Cafe in the Tower Building is here to serve you 5 days a week with coffee, pastries, soups, and snacks.

Lockers

Lockers are located in all areas of the College. New matriculating full or part time students may sign up for a locker for their first academic year only, in the Student Development & Community Affairs Office, 2nd Floor, Kennedy Building. These lockers are located in the lower level of the Kennedy Building. For upperclassmen, lockers can be obtained from the Chairperson of the Department in which you are enrolled. Students must provide their own padlocks. All lockers must be vacated by the day after commencement or locks will be cut.

Mailboxes

Student Mailboxes

Every full-time and part-time undergraduate student will be assigned, alphabetically, a mailbox located adjacent to the Cafeteria on the First Floor of the Kennedy Building at the beginning of every semester. These mailboxes are used for internal communications, so check them frequently. Massachusetts College of Art will not assume responsibility for delivery of outside mail to student mailboxes. All mail sent to the College will be returned. Only resident students have federal mailboxes in their residence halls. If you do not have a mailbox, or an error has been made with your name, contact the Office of Student Development & Community Affairs, 2nd floor, Kennedy Building. Graduate students are assigned mailboxes on the Second floor, Tower outside the Program of Graduate and Continuing Education Office.

Faculty Mailboxes

All members of the faculty have mailboxes in each Departmental Office. The locations are as follows:

Art Education/2D	South 106
3D/ Media and Performing Arts	North 279
Design	Tower 633
Critical Studies	Tower 533
Studio Foundation	South 303

Transportation

The College campus is serviced by the "E" Brigham Circle/Huntington Ave branch of the Green Line, letting passengers off at the corner of Longwood and Huntington Avenues. A bus going to Copley Square via Huntington Ave picks up passengers next to the Huntington Ave parking lot and in front of Smith Hall. The MBTA information line is 722-3200.

Parking

MassArt Public Safety administers the MassArt parking lot located on Huntington Avenue [illegible] cedures are available through the Public Safety Office. The City of Boston regulates parking on the municipal streets adjacent to the College.

For your convenience, bicycle parking racks are located in a secure area on the patio of the East Hall. Parking of motorcycles in areas which may hamper handicapped ramps or building access (e.g. in the front of the Tower Building) is strictly forbidden.

Newsletter

The MassArt Newsletter aims to provide a communications/informational vehicle for the entire College community: students, faculty, alumni, and administration alike. The Newsletter publishes awards, appointments, events, exhibits, and short communications. During the academic year from September to May, weekly issues are available on Monday afternoons and can be picked up at: the security desks at the East, Tower, North, Kennedy, Collins, and South buildings, the Student Center, and in the Student Development & Community Affairs Office (2nd floor, Kennedy Building).

Information for publication in the Newsletter should be sent to the Student Development & Community Affairs Office, and/or the Mailroom, (8th floor, Tower Building). The deadline is Monday at 12:00 Noon. for distribution the following Monday afternoon. All submissions must include a contact name and a phone number.

Access to back issues of the Newsletter can be arranged by contacting The Public Relations Office (11th floor, Tower Building) at ext. 333.

Make sure you pick up a copy of each issue and you won't miss any exciting moments of our ever active College community.

Tower Auditorium Scheduling

Students may schedule, at no charge, use of the Tower Auditorium and surrounding facilities for personal projects leading toward academic credit. Safe and respectful treatment of the facility is required and students should remember that facilities are tightly scheduled at times during the year. To reserve space call Director of Events Planning and Theatre Management at ext. 304. Students may "sponsor" programs from outside the College only with the cooperation of the Office of Student Development & Community Affairs or the Department of their concentration.

In these cases all costs must be absorbed by the student, the department, or the outside group or organization. A representative from the co-sponsored program must oversee the program. Qualified technical personnel are required.

Affirmative Action

Nondiscrimination And Diversity Policy

Introduction. The Higher Education Coordinating Council and the Board of Trustees of the Massachusetts College of Art maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age disability, veteran status, marital status, and national origin. This policy incorporates and where applicable, the requirements of the Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Section 402 of the Vietnam Era of the Veterans Readjustment Assistance Act 1974; and pertinent Laws, Regulations and Executive Orders; directives of the Higher Education Coordinating Council, the Board of Trustees of the Massachusetts College of Art and the Commonwealth of Massachusetts, and other applicable local, state, and federal statutes.

Sexual Harassment Policy

The Massachusetts College of Art prohibits any member of the College Community, male or female, from sexually harassing another employee, student, or other person having dealings with the institution. MassArt is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This Policy seeks to protect the rights of all members of the MassArt community (defined in this policy as faculty, librarians, administrators, staff and students) and other persons having dealings with the College, to be treated with respect and dignity.

Sexual harassment is a form of behavior which fundamentally undermines the integrity of academic and employment relationships. It is of particular concern within educational institutions where all members of the community are connected by strong bonds of intellectual interdependence and trust. The Federal Courts have ruled, and the Equal Employment Opportunity Commission. and the

Massachusetts Legislature have declared that sexual harassment [illegible] as defined by Federal Law under Title VII of the Civil Rights Act of 1964 and Title XI of the Higher Education Amendments of 1972 and under Chapters 151B and 151C of the Massachusetts General Laws.

Definition and Description of Sexual Harassment

The Massachusetts College of Art, in response to the issue of sexual harassment, provides the following definitions which apply to any individual of either sex who participates in the college community or other persons having dealings with the institution

Sexual harassment consists of unwelcome verbal, non-verbal and or physical behavior of a sexual nature which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment. Often the harasser is in a position of power over the victim's professional or educational well-being, for instance, as a supervisor of an employee or a teacher of a student.

Unwelcome sexual advances (whether they involve physical touching or not), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual 's employment or education; For Example: Requests for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions increased benefits grades letters of recommendation for future educational advancement or employment or continued employment.

2. Submission to, rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; For Example: Threatening or taking a negative employment action such as termination, demotion, lowering or denial of a grade, withholding of a letter of recommendation, denial of a leave of absence if sexual conduct is rejected.

3. Such conduct has the purpose and effect or substantially interfering with an individual 's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational or living environment. For example: Displaying or circulating materials that demean or show hostility to a person because of the person's gender.

Other examples of sexual harassment may include but are not limited to: Consensual Relationships; Physical sexual assault; Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sexual life; comment on an individual's body, comments about an individual's sexual activity deficiencies, or prowess; Unwelcome sexual jokes; Unwelcome whistling, staring or leering at another person; Unnecessary touching, patting or pinching.

Under this Policy, consenting romantic and sexual relationships between faculty and students, Librarian and student, administrator and student, classified staff member and student or advisor and employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities, they are looked upon with disfavor and are strongly discouraged under this policy.

Codes of ethics for most professional associations forbid professional-client relationships. In this context and for the purposes of this policy, the professor-student relationship is properly regarded as one of professional and client. The trust and respect accorded a professor by a students well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and employment, and other benefits and opportunities diminish the student's actual freedom of choice such that relationships thought to be consensual may in fact be the product of implicit coercion. Many elements of the administrator-student, librarian-student, classified staff member-student, and the supervisor-employee relationship are similar to those of the professor-student relationship because of a similar imbalance of power and similar need for trust. For purposes of this Policy, therefore, these relationships are also discouraged and looked upon with disfavor.

Faculty, librarians, administrators, classified staff members, and supervisors are warned against the dangers of apparently consensual relationships. An employee who enters into a romantic or sexual relationship with a student, or a supervisor who enters into such a relationship with an employee, where a power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to disprove the claim on the grounds of mutual consent. Because this so, it should be understood that relationships of this kind pose serious professional risks to any who enter into them.

Institutional Measures to Confront Sexual Harassment

Whenever is has been properly determined that sexual harassment has occurred, the Massachusetts College of Art will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, the College will look at the entire record and circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. MassArt is committed to promoting, to the greatest extent possible, an environment free from sexual harassment. To this end, the college will distribute the policy statement against sexual harassment on an annual basis and conduct educational workshops on strategies to prevent sexual harassment within the MassArt Community.

Institutional Complaint Procedures

The Massachusetts College of Art has established a specific internal complaint policy to help resolve claims of discrimination, including claims and complaints of sexual harassment. Our Discrimination Complaint Procedure will serve as a system of review and resolution for both informal and formal complaints in hiring and employment. Any member of the MassArt community or any applicant for employment who believes s/he has been a victim of discrimination may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedure. Further advice or information may be obtained by contacting the Director of Affirmative Action /Diversity, Mercedes S. Evans, at extension 157.

Policy of Confidentiality of Student Records Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adoptive procedures covering the privacy rights of students be made available The law provides that the institution will maintain the confidentiality of student or former student records

Massachusetts College of Art accords all the rights under the law to students who are declared independent No one outside the institution shall have access to student educational records nor will the institution disclose any information from students except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with the judicial order, and to persons in an emergency in order to protect the health and safety of students and other persons. All these exceptions are permitted under the Act.

Within the MassArt community, only those members, individually or collectively, acting in the students academic interest are allowed access to student educational records. These members include personnel in the Registrar's, Academic Advising, Business, Financial Aid, Admissions Offices and the staff of the Office of Student Development & Community Affairs, and the faculty within the limitations of their need to know as determined by the President of the College.

The institution must provide the Directory Information in accordance with the provisions of the act. Directory Information is defined as follows: student name, address, telephone number, place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, participation in the officially recognized sports and activities, and weight and height of members of the athletic team.

Students may withhold Directory Information during Fall registration simply by checking off the appropriate box on the registration form. Once a student agrees to release Directory Information, the College must designate this information to anyone who requests it. Request for non-disclosure will be honored by the institution for only one academic year; therefore authorization to withhold Directory Information must be filed annually during the registration period.

The law provides the students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files. In addition, the College will provide an explanation of the records The Vice President of Student Development & Community Affairs has been designated by the institution to coordinate the inspection and review procedures for student education records which include: admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their educational records must make written request to the Registrar. Only records covered by the Act will be made available within forty-five days of the request. These copies will be made at the student's expense at the prevailing rates.

Education records do not include records of instructional, administrative, and educational personnel (which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute), records of the law enforcement unit, student health records, employment records or alumni records Health records, however, may be reviewed by the physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information as submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their file prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other right may challenge these records by first discussing their problems informally with the Director of the office that maintains the records. If the Director's decision is in agreement with the student's requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and they have the right to a formal hearing.

Students requests for a formal hearing must be made in writing to the Vice President of Student Development & Community Affairs who will within ten days after receiving such requests, inform the student of the dates, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorney, at the student's expense. The hearing panels which will adjudicate such challenges will be the Vice President of Student Development & Community Affairs, or designee, and the Vice President of Administration and Finance, or designee.

Decisions of the hearing panels will be final and will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are unsatisfactory to the student, the student will be notified that they may place, with the education records, statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panels. The statements will placed in the education records, and release whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution to aid them in filing complaints with The Family Education Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and institution's policy warrants, and this policy statement will be published annually by the College in the Student Handbook.

The College maintains a system for the destruction of non-academic records, but once students have requested access to their education records cannot be destroyed until inspection and review have been provided.

All institutions subject to the provisions of the Act are required to maintain records of requests and disclosures of personally identifiable information. The records and request, whether granted or not, shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for:

- those requests made by students for their own use
  those disclosures made in response to written requests from students
- those made by school officials.
  those specified as Directory Information.

The records of disclosures and requests for disclosures are considered a part of the students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institutions.

The records of requests and disclosures must be maintained in a form which permits students, responsible institutional officials and Federal auditors to inspect them

Policy On Affirmative Action And Non-Discrimination Policy For Disabled Persons

MassArt recognizes the multitude of barriers which confront disabled persons in access to both employment and education. Consistent with both state and federal statutes which affirm and protect the equal opportunity rights of otherwise qualified disabled persons, MassArt together with the Massachusetts State Colleges adopted a policy of affirmative action with regard to ensuring non-discrimination and equal opportunity for otherwise qualified disabled persons. In all matters of employment and education such persons will receive full and fair treatment.

Any reasonable accommodation provided by MassArt will be provided to the extent that no undue hardships on the major operation of the College are imposed.

Any member of the College community who believes that he/she has been a victim of discrimination because of disability may initiate the Informal of Formal complaint procedures as outlined in the Discrimination Complaint Procedures described in this Handbook. Further information or advice may be obtained by contacting Director of Affirmative Action and Diversity whose office is located on the Eighth Floor of the Tower building, extension 151.

Policy Against Gender And Sexual Orientation Discrimination

The Massachusetts State Colleges, in recognition of their role to educate the leaders of tomorrow's world, are committed to providing a working, living and learning environment which utilizes the resources of all members of the College Community and develops the talents of all of its students with regard to gender or sexual orientation. Any condition which interferes with the development of talents by causing discrimination based on gender or sexual orientation constitutes a destructive force within the College Community.

Policy Against Discrimination Based on Race, Religion, and National or Ethnic Origin

The Massachusetts College of Art will vigorously strive to achieve diversity in race, ethnicity, culture and religion sufficiently reflective of our society to give our students increasingly global and diverse world. Discrimination based on race, color, religion and ethnic or national origin in any form, individual or institutional, constitutes an egregious offense against the tenets of human dignity and the accords of civility espoused by the state colleges. Such discrimination undermines the establishment of an academic and social environment of genuine cultural, racial, ethnic and religious pluralism.

The Massachusetts State Colleges bear a responsibility by law and an obligation by social morality to eradicate racial, ethnic and religious discrimination as we strive to promote an atmosphere of acceptance with dignity for all individuals and groups within our system of public higher education. The Massachusetts College of Art commits itself to establishing and maintaining a system of learning which genuinely appreciates the social and academic value of a pluralistic educational community and fervently combats all behavior which constitutes illegal discrimination

Campus Policy Against Racism

The Massachusetts State Colleges have promulgated a policy prohibiting discrimination based on race, religion and national or ethnic origin and affirming their collective commitment to a diverse learning and living environment where intolerance and bigotry are looked upon with disfavor.

The Massachusetts State Colleges hereby prohibit all forms of discrimination on the basis of gender or sexual orientation. This prohibition bars all acts, including acts of omission, that have the effect of denying to any person equality of right, entitlement, benefit or opportunity by reason of such person's gender or sexual orientation. All forms of verbal harassment or abuse based on gender or sexual orientation, and all actions or omissions which deny or have the effect of denying any person his/her rights to equality or opportunity because of his/her gender or sexual orientation. This prohibition encompasses harassment by personal vilification within the meaning of Section II of this Plan whenever such harassment is based on a person's gender or sexual orientation.

For purposes of this Plan, sexual orientation does not include any sexual orientation that involves minor children as the sex object.

Policy Against Age Discrimination

In recognition of the current problems which exist in society today with respect to discrimination against persons over 40, and in accordance with federal and state law, the Massachusetts State Colleges adopt a policy prohibiting discrimination based on age in the working, living and learning environment of our College campuses.

This policy specifically prohibits the use of age as a factor where prohibited by law, in decisions affecting the employment or educational status of a member of the College community or an applicant for admission or employment.

Affirmative Action/Discrimination Complaint Procedure

Introduction

It is the policy of the Massachusetts State Colleges to provide each student, employee and other person having dealings with the institutions an atmosphere free from discrimination, harassment, retaliation and reprisal. the purpose of these procedures to address such issues resolve them as expeditiously and at the lowest level possible. Resolution through agreement of the parties the Affirmative Action Officer is available at any time. These procedures serve to address complaints of discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital or veteran status or disability. including failure to It is and to and accommodate, or failure to provide appropriate academic aids and adjustments to persons with disabilities as required by the Americans with Disabilities Act of 1990. A person who believes that s/he has been discriminated against on the any of the above bases may.

1. File an informal claim either permitting or not permitting the use of her/his name, in an effort to resolve the matter.
2. File a formal complaint either with or with out first filing an informal claim.
3. Proceed from an informal claim to a formal complaint.
4. If provided for by law, file a charge directly with the local, state or federal agency having appropriate jurisdiction.

Information and Assistance on any of these options are available from the Director of Affirmative Action/Affirmative Action Officer.

A person or office charged with discrimination, or a person who has knowledge about incidents surrounding allegations, must respond promptly and completely to all requests for information deemed relevant to the investigation of the claim /complaint which are initiated by the Director of Affirmative Action/Affirmative Action Officer, the Chief Administrative Officer or the President. Such information may include, but is not limited

to, requests for position, rationale for actions, documents and the opportunity to interview persons having knowledge pertaining to the [illegible] complaint.

Application

The following complaint procedure may be utilized by any person, including any College employee, student, applicant for employment or admission, or other person having dealings with the institution, who believes s/he has been discriminated against by the College, by an employee of the College, by a student of the College or by other persons having dealings with the institution, on the basis of race, creed, gender, sexual orientation, color, national origin, religion, age, disability, marital or veteran status or by a person who believes s/he has been the victim of retaliation as defined in Section G of these procedures. These procedures shall also apply to all complaints of sexual and racial harassment, both of which are unlawful discrimination.

These complaint procedures may be used to address alleged discriminatory acts which violate the requirements of Executive Order 11246 as amended by 11375; Titles VI and VII of the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; the Age Discrimination in Employment Act; the Equal Pay Act; Title IX of the Higher Education Amendments of 1972; the Rehabilitation Act of 1973; the Americans With Disabilities Act of 1990; and pertinent Laws, Regulations and Executive Directives of the Commonwealth of Massachusetts, including policies and regulatory procedures set forth by the Higher Education Coordinating Council or the Boards of Trustees of the Massachusetts State Colleges, and other applicable local, state and federal policies, regulations or statutes.

It is the intent of the administration of each of the Colleges to actively respond to all claims/complaints of discrimination with the hope that it can fully, quickly and adequately resolve them internally. Each College also recognizes the right of all complainants to file charges of unlawful discrimination with the appropriate federal, state or local agency with or without first pursuing a resolution of the claim/complaint through the College's [illegible] Discrimination Complaint Procedures. These agencies include:

U.S. Office of Education/Office for Civil Rights
Rm 222, McCormack Post Office and Court House
Boston, MA 02109

[illegible] Equal Employment Opportunity Commission
1 Congress St., 10th Floor
Boston, MA 02114

Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA 02108

Initiating the Complaint Procedures
Time Limits

These procedures for the resolution of claims/complaints of discrimination are designed to promote their speedy resolution. Because this is so, the various steps contain time limits that are measured in "working days". For purposes of these procedures, the definition of the term "working days" shall be days when the administrative offices of the College are regularly open for business. Holidays, weekends, snow days and days when the College is closed for any other reason shall not be counted. In making a determination concerning the extension of time limits under these procedures, Officers/Coordinators, Chief Administrative Officers and the President shall apply a standard of reasonableness, having regard, when appropriate, to academic recesses and semester breaks

Acceptance of Claims/Complaints

The receipt of the claim/complaint and/or written acknowledgment of receipt by the Director of Affirmative Action/Affirmative Action Officer/appropriate coordinator shall not be deemed to be an admission of any violation of law or policy by any of the named parties or by the institution.

Informal Procedures

Preliminary Steps

Prior to the filing of a claim/complaint, an individual may

a. Seek advice and counsel
b. Seek investigation and informal resolution by: The Section 504/ADA Coordinator (claims of disability discrimination); The Title IX Coordinator (student claims of gender discrimination);

The Director of Affirmative Action / Affirmative Action Officer (claims of discrimination on the basis of race, creed, gender, sexual orientation, color, national origin, religion, age, disability, marital status, veteran status or retaliation)

The Title IX and/or the Section 504/ADA Coordinator shall notify the Affirmative Action Officer of all such contacts and of any claims/complaints issuing therefrom

Initiating an Informal Claim

A person wishing to use these procedures should request a meeting with the appropriate Coordinator/Officer within a reasonable time period. Because it is beneficial to all parties to resolve claims promptly, they should ordinarily be brought to the attention of the appropriate Coordinator/Officer within thirty (30) working days following the occurrence of the events that are thought to constitute discrimination. In individual cases, circumstances may make that difficult or impractical. Whenever a claim has been initiated more than thirty (30) working days following the occurrence of such events, the appropriate Coordinator/Officer will determine whether the claim has been initiated during a reasonable period of time.

Whenever a claim of discrimination is brought to the attention of the Coordinator/Officer, s/he will provide assistance in:

a. Explaining the avenues of recourse which are available
b. Providing information about the applicable federal and state laws and regulations.
c. Informing the complainant of the right to file charges with the appropriate local, state or federal agency and the need to meet applicable time requirements for such filing.
d. Communicating information regarding the nature of the formal complaint process.
e. Determining whether formal procedures are applicable
f. Properly drafting a complaint pursuant to these procedures
g. Informally investigating and/or resolving the claims.

A person wishing to use the Informal Procedures may authorize the Director/Coordinator/Officer to disclose her/his identity to the person/persons concerned. If such disclosure is authorized, it must be put in writing and signed by the person making the claim. If the claimant does not wish disclosure, the claim is subject to the provisions outlined in D.3 below.

3. Investigating Informal Claims

Under the Informal Procedure, the Director / Coordinator / Officer may initiate interaction with other individuals regarding the claims, for the purpose of investigation or resolution, but shall do so without revealing the name of the person making the claim if s/he has not received written authorization to releases it. In such cases care must be taken to keep the discussion sufficiently broad to protect the complainant's identity.

Complainants / potential complainants must be advised of the difficulty both in pursuing allegations while protecting the identity of the complainant, and in securing individual remedy in such circumstances. After discussion with the complainant, it shall be the determination of the Director / Coordinator / Officer as to whether and/or how it is practicable to proceed. The Director / Coordinator / Officer must also take care in such cases to protect the accused from inappropriate disclosure of any pending claim.

Whether or not the complainant has authorized the release of her/his name, the Director/Coordinator/Officer, if s/he has decided it is practicable to proceed, will meet as soon as possible with each appropriate party, in an attempt to secure a prompt and equitable resolution of the claim. The Director/Coordinator / Officer shall maintain a confidential record of all such proceedings.

If a proposed resolution is not acceptable to the complainant, s/he may:

a. Continue to seek investigation / through the Informal Procedures.
b. Proceed to initiate a formal complaint
c. Elect to file with the appropriate state or federal agency.
d. Drop the matter entirely

The Informal Procedures shall normally be completed within fifteen (15) working days of the initial meeting unless it is impracticable to do so. Any individual may elect to use formal proceedings in lieu of the Informal Procedures.

Formal Complaint Procedures

The Formal Complaint Procedures are provided to allow employees, students, and persons having dealings with the institution an avenue to address complaints of discrimination and related matters. The three steps are provided to allow for adequate appeal rights of the parties. However, resolution of a formal complaint is possible at any step of the procedure through the written agreement of the Parties and the Affirmative Action Officer.

If either the Affirmative Action Officer, the Chief Administrative Officer or the President feels that s/he is unable to make an objective judgment when a complaint filed under these procedures comes before her/him, then s/he will so advise the Parties and the other two institutional officers and will appoint a designee to serve as a replacement.

Step I—Affirmative Action Officer

The complainant will file a Discrimination Complaint, accompanied by any pertinent supporting documentation, with the Affirmative Action Officer.

A complaint shall normally be filed within forty (40) working days from the date upon which the complainant had knowledge or should have had knowledge of the alleged discriminatory act, or the completion of the Informal Procedures, if utilized. However, where the act complained of is one of a continuing nature, has a continuing effect, or, in the judgment of the Affirmative Action Officer warrants proceeding, the time limit may be extended.

The Affirmative Action Officer shall promptly consider the complaint and shall, within fifteen (15) working days of the filing thereof:

a. Determine whether the complaint has been filed in accordance with the provisions of these procedures.
b. Determine whether the complaint asserts discrimination on the basis of race, creed, gender, sexual orientation, color, national origin, religion, age, disability, marital status, veteran status, or retaliation (as defined in Section G. of these procedures) or related matters cognizable under these procedures..
c. Take the steps necessary to thoroughly investigate the complaint through, at a minimum:
    1. The provision of a copy of the formal complaint to the person accused.
    2. The request for, receipt of and consideration of the response of the accused.
    3. The review of relevant documents and, at the discretion of the Affirmative Action Officer, the interviewing of persons identified by either party as ones having information pertinent to the allegations.
    4. The collection of further evidence deemed relevant to the investigation.
    5. Presentation of the evidence to each party and the allowance and consideration of rebuttal
d. Attempt to mediate the complaint to the mutual agreement of the Parties and the Affirmative Action Officer. If such agreement is reached, it shall be reduced to writing and the Affirmative Action Officer shall notify the Parties, the Chief Administrative Officer and the President of the closure of the complaint file
e. If no settlement is reached, the Affirmative Action Officer shall provide a Statement of Findings and Recommendations to the Parties, the Chief Administrative Officer and the President.

If the Affirmative Action Officer determines that more than fifteen (15) working days are needed, s/he will notify the Parties of the anticipated completion date.

If, upon receipt of the Statement of Findings and Recommendations, either party takes exception, s/he may appeal to Step II, stating the basis of the Appeal, by notifying the Affirmative Action Officer in writing within ten (10) working days. In such cases, the Affirmative Action Officer shall transmit a copy of entire Step I record, and the Letter of Appeal, to the Chief Administrative Officer, with a copy to the President.

If no appeal has been filed, the Affirmative Action Officer shall pursue one of the following courses at the end of the ten (10) day period.

If no finding of violation has been made and/or no remedy has been recommended, the Affirmative Action Officer shall issue a Statement of Closure to the parties, with a copy to the Chief Administrative Officer and the President.

OR

If a finding of violation has been made, and if a remedy has been requested or recommended which must be effected by the Chief Administrative Officer or the President, the Affirmative Action Officer shall issue to the Parties, the Chief Administrative Officer and the President a Statement of Resolution and a Recommendation to Effect Remedy.

Step II—Chief Administrative Officer

The Chief Administrative Officer responsible for hearing appeals at Step II is the person who has overall responsibility for the supervision of the individual accused in the complaint and who reports to the President. If the accused's supervisor is the President, the President shall appoint a designee to serve in her/his stead. For complaints arising between students in both the Day College and the Division of Graduate and Continuing Education, the President shall designate the person/persons to serve as the Chief Administrative Officer to hear appeals under Step II of these procedures.

The Chief Administrative Officer or designee shall promptly consider the complaint and shall, within fifteen (15) working days of the receipt of the Step I record and the Appeal:

a. Determine whether the Complaint and the Appeal have been filed in accordance with the provisions of these procedures.
b. Take the steps necessary to review the record and the Appeal, investigate the complaint further if deemed necessary, make a preliminary determination on the matter, and informally discuss it with both Parties.
c. Offer each of the parties the opportunity for a hearing. Such hearing must be requested within ten (10) days of the offer. If the party requests such hearing, the parties shall be accorded the following:
    1. The right to receive written charges in advance of expected response.
    2. The right to have a representative pre sent to serve in an advisory role only.
    3. The right to have a response heard and considered.
    4. The right to present documentary and testimonial evidence
    5. The right to question the opposing party and persons giving testimonial evidence.
    6. The right to rebut documentary and testimonial evidence
    7. The right to receive a written decision.

If the Chief Administrative Officer determines that more than fifteen (15) working days are necessary, s/he shall notify the Parties of the anticipated completion date.

If upon receipt of the Chief Administrative Officer's Statement of Findings and Proposed Remedy, either party takes exception, s/he may appeal to Step III, stating the basis of the Appeal, by notifying the Chief Administrative Officer and the Affirmative Action Officer in writing within ten (10) working days. such cases, the Chief Administrative Officer shall transmit a copy of the entire Step I and Step II records and the Letter of Appeal to the President.

If no Appeal has been filed, the Chief Administrative Officer shall pursue one of the following courses at the end of the ten (10) day period

If no finding of violation has been made and/or no remedy has been recommended, the Chief

Closure to the Parties, with a copy to the Affirmative Action Officer and the President

If a finding of violation has been made and, if a remedy has been proposed which can be effected by the Chief Administrative Officer, s/he shall give effect to such remedy and shall issue a Statement of Resolution to the Parties, with a copy to the Affirmative Action Officer and the President

If a finding of violation has been made and, if a remedy has been proposed which must effected by the President, the Chief Administrative Officer shall issue to Parties a Statement of Resolution and Recommendation to Effect Proposed Remedy, with a copy to the Affirmative Action Officer and the President

Step III—President
Unless the President is personally charged under these procedures, in which case the procedures under Section F shall apply, or disqualifies her/himself (Section E) the President shall be the sole Step III Appeal Officer.

The President shall promptly consider the complaint and shall, within ten (10) working days of receipt of the Step I and Step II records and the Letter of Appeal:

a. Determine whether the complaint and the Step III Appeal have been filed in accordance with these procedures
b. Take the steps necessary to review the record of the two preceding steps and the Appeal.
c. At her/his discretion, remand the case to the Chief Administrative Officer or the Affirmative Action Officer for the purpose of conducting further investigation or hearing
d. Make a final determination on the complaint of discrimination and take whatever action s/he deems appropriate to the situation. A Notice of Final Resolution shall be issued by the President to the Parties, the Chief Administrative Officer and the Affirmative

If the President determines that more than ten (10) working days are necessary, s/he shall notify the Parties of the anticipated completion date

The President shall be the final adjudicator under these procedures. Her/his decision shall be binding with full recognition that, at any time, the complainant has the right to file charges with appropriate local, state and/or federal agencies.

Application Of Time Limits
In the event that a complaint has not been resolved within forty five (45) days following its filing at any step, either party may elect to have the matter considered at the next step of these

Complaints Against Institutional Officers
If a complaint is directed against a Chief Administrative Officer, the Affirmative Action Officer, the Section 504/ADA Coordinator, or the Title IX Coordinator, the functions assigned to the person by these procedures will transfer to the President or her/his designee. Complaints directed against the President shall be filed with the Chairperson of the Board of Trustees and will follow the Grievance Procedures established by the Board of Regents with Respect to Presidents, as contained in the Report of the Task Force on Complaint/Grievance Procedures dated

Retaliatory Action Prohibited
The College prohibits retaliatory action against persons who file claims, complaints or charges under these procedures, or under applicable

who are suspected of having filed such claims, complaints or charges, who have assisted or participated in an investigation or resolution of such claims, complaints or charges, or who have protested practices alleged to be violative of the non-discrimination policy of the College, the Higher Education Coordinating Council, or local, state or federal non-discrimination regulation or

these procedures as well as under state and federal law. Retaliation, even in the absence of provable discrimination in the original Complaints charge or allegation, constitutes a violation as serious as proved discrimination under the original claim, complaint, charge or allegation. Any person who believes s/he has been retaliated against in this manner is encouraged to immediately file a claim or complaint under these procedures

Actions to Remedy Discrimination
Should discrimination in treatment or effect be found to exist in any employment, educational or service decision, action, inaction or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College, subject to any applicable collective bargaining agreement or other policies or procedures of the college.

Record Keeping
A record of any claim or complaint submitted for consideration in accordance with these Discrimination Complaint Procedures shall be kept on file in the College Affirmative Action Office. This record shall include a record of all steps of these procedures and shall be the Only file so maintained. The information contained in such files shall be considered confidential and shall be accessed/used only for purposes of the enforcement of policies set forth in the Affirmative Action / Equal Opportunity / Diversity Plan and by appropriate staff. It may also be used to deal with and respond to claims arising under this policy.

EXHIBIT A - SAMPLE COMPLAINT FORMAT

Name of Complainant
Place where you may be contacted:
Address
Phone
Date of alleged discriminatory act
Nature of complaint and relief desired:

Include all events,places, and persons that you feel are involved with this complaint. (Use additional pages if necessary)

The above information is complete and accurate to the best of my knowledge and belief and I hereby elect to use the procedures outlined in the Discrimination Complaint Procedures. I (do) (do not) authorize the use of my name in the investigation and resolution of this claim/complaint and the disclosure of this document to appropriate administrators and any or all persons named above.

Signature of Complainant **Date**

1. For a claim filed under the Informal Procedures, the record shall contain at a minimum
   a. A brief description of the claim, its allegations and the manner in which it was resolved.
   b. If given, signed authorization to use the Complainants name in the investigation /resolution of the claim.
2. For a complaint filed under the Formal Procedures, the record shall contain at a minimum
   a. A copy of the complaint.
   b. Copies of statements of all witnesses.
   c. Any documentary evidence or written statements presented by the Parties.
   d. Records of intermediate proceedings.
   e. A copy of the final disposition/ resolution

Board of Higher Education Submission
In order to assure that the rights of both complainants and charged parties are protected, each College will, within one hundred and twenty (120) days of a request by the Chancellor, submit to the Board of Higher Education Coordinating Council an assurance that the above procedures are the official Discrimination Complaint Procedures of the College and are the only procedures used by the College for addressing claims/complaints of discrimination which are cognizable under these procedures.

Policy on AIDS

Acquired Immune Deficiency Syndrome (AIDS) and a commitment to fair, equitable, compassionate and dignified treatment of all members of various college communities have prompted MassArt to agree to the necessity of individual institutional policies with respect to the persons infected with AIDS or AIDS-related conditions, as a part of the MassArt Affirmative Action/Equal Opportunity Plan. The guidelines approved by MassArt are: Guidelines for Public Institutions in Massachusetts: Acquired Immune Deficiency

The legal foundation for most AIDS issues relating to students and employees is already established. Students or employees with AIDS have the same legal expectations as those who are healthy. Two statutes of particular relevancy are sections 503-504 of the Rehabilitation Act of 1973 delineating the rights of disabled individuals, and the Buckley Amendment protecting the confidentiality of student records. Institutions should be familiar with current and developing case law in the field to ensure that procedures and policies conform to acceptable standards.

Institutional Responsibilities

Since this disease is transmitted primarily through private acts and personal decisions, institutions cannot regulate the means of its control. However, they do have an opportunity and responsibility to educate their members as to the nature and consequences of the disease. Institutions, therefore, should institute and repeat regularly educational programs for students and staff. This educational effort should incorporate the most

To ensure that institutions maintain a comprehensive approach to AIDS issues, it is recommended that responsibility be assigned to a knowledgeable group of high level people. Or at a minimum, a specifically designated individual in charge of the program.

Confidentiality of student and employee records should be maintained rigorously, consistent with the "need to know" principle for decision making.

Since time is the enemy of an AIDS victim, institutions should make every effort to provide immediate assistance of response to issues raised.

To protect the rights of confidentiality of individuals, the number of persons in an institution who are aware of the existence/identity of antibody test should be kept to an absolute minimum.

should be exercised to avoid providing or creating opportunities for inadvertent discrimination against AIDS, ARC or HTLV-III test victims.

Students

Admission to an institution should not be denied on the basis of a medical history of AIDS, ARC or a positive HTLV III antibody test, nor should institutions attempt to screen newly admitted or current students for the antibody.

If institutions offer testing for the HTLV III antibody, it should be done only where it can be

can be confirmed by specific tests, and where pre- and post-counseling is available.

No specific or detailed information concerning medical records or diagnosis should be provided to faculty, administrators, parents, or other interested parties without the express written permission of the student in each case, except in a life-

ular medical follow-up for those who have AIDS, ARC or a positive HTLV III antibody test. Special precautions to protect the health of immunologically compromised individuals should be considered during periods when contagious diseases such as chicken pox, influenza, and measles are prevalent.

Institutions should adopt and follow safety guidelines proposed by the Public Health Service, the Center for Disease Control, or the American College Health Association for the handling of blood and body fluids of persons with AIDS, ARC or positive HTLV III antibody tests. These guidelines refer not only to health services, but also to teaching laboratories where blood or body fluids are used for analysis, athletic facilities, etc.

In academic programs in which it is necessary for students to handle blood or body fluids of AIDS victims as part of their clinical experience, institutions should establish procedures for students who seek exemptions from course adequate safeguards may institute a demonstrable health risk. Any such procedure should be announced in the appropriate channels in advance of assignment to a clinical experience involving AIDS victims.

Within the guarantees of confidentiality, students with AIDS, ARC or a positive HTLV III antibody test should be encouraged to inform the institution of their condition to enable staff members to provide support services as appropriate.

There are no medical reasons currently known to discriminate against persons having AIDS, ARC or a positive HTLV III antibody tests by denying access to normal classroom, social, or residence life experiences.

Employees

The same principles of confidentiality and fair consideration accorded to students should be practiced with all employees.

In cases where an employee is known to be an AIDS, ARC or a positive HTLV III antibody victim, institutions should respond to their needs in a reasonable and supportive manner based on their individual medical condition. On a case by case basis, in consultation with the individual's physician, institutions should determine to what, if any, extent the individual should be provided reasonable alternatives in the work place.

17. If an employee refuses to work with a person with AIDS, ARC or a positive HTLV III antibody tests, they first should be assisted with medical counseling to allay their fears. If the problem is not resolved, they should apply for transfer to another position. Refusal to work with a person with AIDS, ARC or a positive HTLV III antibody tests does not excuse employees from fulfilling their assigned responsibilities.

Alcoholic Beverages Regulations

Preamble: Policy Principles

Massachusetts College of Art is a community dedicated to the academic and personal development of its members, and committed to educational and social programs promoting these ends.

The College recognizes that the use of alcohol in the local community and the larger society can present serious problems, including harm to users and non-users and the encroachment upon values and rights considered fundamental to educational development and personal well being.

The College affirms that the fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual; however, the College will provide constructive leadership in delineating the rights of community members and protecting these from violation. In addition, the College will maintain and strictly enforce rules and regulations deemed appropriate and necessary to preserving conditions essential to academic and personal well-being.

The College expects faculty, staff and administrators to be positive role models for students through their own responsible use or non-use of alcohol.

The principle aims of College policy concerning the use of alcoholic beverages on the campus include:

- Balance support for activities and programs for those who by law or by choice do not use alcoholic beverages.
- Formulation and enforcement of regulation for social events and individual conduct, encouraging responsible, moderate and safe use of alcoholic beverages; reducing pressures on those who do not wish to use alcohol in social settings; providing for discipline for those whose use of alcohol is associated with infringements of the rights of other community members.

Provision for information, educational programs and counseling services to support community interests and values affected by social and individual use of alcohol, to minimize problems associated with alcohol use, and to assist all students in pursuing their goals for educational and personal

participation in the formulation, dissemination and enforcement of regulations.

Laws

City Of Boston

No person shall drink any alcohol beverages as defined in Chapter 138, Section 1, of the Massachusetts General Laws while on, in or upon any public way or upon any way to which the public has a right of access, or any way to which members of the public have access as invitees or licensee, park or playground, or private land or place without consent of the owner or person in

used in violation of the By-law shall be seized safely held until final adjudication of the charge against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Approval by the Attorney General, July 15, 1974, Published July 22, 23, 24, 1974.

Laws Of The Commonwealth

The following statements are derived from the laws of the Commonwealth restricting the procurement and sales of alcoholic beverages:

1. No person or group may sell alcoholic beverages without an appropriate license granted by the Commonwealth through the City of Boston
2. No person shall disturb the peace in any
3. No person shall drive a motor vehicle while under the influence of alcoholic beverages
4. No person or group shall otherwise procure or purchase alcoholic beverages for purpose of consumption by a person under twenty - one (21) years old unless the acquiring person is the spouse, parent or guardian of the person under twenty-one.
5. A person under twenty - one years of age shall not use the liquor identification card of another, or alter or deface such a card, and shall not knowingly transport or carry on his/her person any alcoholic beverages, unless accompanied by a spouse, parent or
6. No person shall be served alcohol without the appropriate I.D., that being a valid state driver's license or a liquor purchase I.D. Card According to Massachusetts General Laws Amended, Chapter 138, Section 34 A or the Liquor Control Act, any person under

   - who procures alcoholic beverages in any way
   - who willfully misrepresents his/her age
   - who alter, defaces, or falsifies his/her

   alcoholic beverage ages shall be punished by fine up to $300,00.

Outline Of The New Drinking Driver Law

1. First Offense - Operating under the influence.

- fine of not less than $100, not more than a $1000 or
- imprisonment of not more than 2 years or both
- up to one year loss of license

If there is no serious injury the court may choose the following option:

a. Driver Alcohol Education Program (DAEP): $400 cost with $200 for program and $200 to a special fund for the support of programs: for the apprehension, treatment and rehabilitation of DWI's.

b Thirty day loss of license (suspended, may be held at court house).

minimum of thirty hours of community service work. [These are in addition to numbers (a) and (b)]

2. Second Offense - Previously convicted or assigned to DAEP or rehabilitation programs by court within six years

- fine of not less than $300, not more than $1000, and
- imprisonment for not less than 7 days, not
- loss of license for 2 years (can reapply after 1 year- may require community services) or
- can be placed on two years probation and participate in not less than 14 days residential

3. Third Subsequent Offense - within Six Years
   - fine not less than %500, not more than %1000, and imprisonment for not less than 60 days, not more than 2 years
   - five years loss of license (can reapply after two years)

4. Motor Vehicle Homicide
   - imprisonment at state prison for not less than 21/2 years, not more than 10 years and
   - fine of not more than %5000 or
   - jail or house of correction for not less than 1 year, not more than 2i/2 years and
   - 10 year loss of license - minimum.

Guidelines

[illegible] alcoholic beverages)

A. When alcoholic beverages are served as part of campus activity, food and non-alcoholic beverages must be available. Alcoholic beverages may not be served if non-alcoholic beverages or food run out.

B. [illegible] beverages are being served cannot place emphasis on alcohol.

C. All alcoholic beverages must be sold for an individually priced amount. Selling alcohol at "5 for a $1 00" or "2 for 1" is not permitted.

D. No more than two (2) alcoholic beverages shall be sold and/or served to a patron at [illegible]

E. The serving of alcoholic beverages at campus sponsored activities must stop one hour before the close of the activity.

F. It will be the responsibility of the licensee (individual or group) sponsoring the activity to properly assure that participants are of legal age. Proper identification includes a Massachusetts College of Art I.D., picture Driver's license, ABC card or any combination of the three.

G. The sponsoring individual or group is responsible, and will be accountable for carrying out the policies.

H. No social event shall include as part of the activities any form of "drinking" contest.

I. Institutionally approved security personnel may be required to be present at alcohol related activities.

J. No alcoholic beverages may be served in [illegible] distribution to persons of legal drinking age [illegible]

K. Alcoholic beverages may not be provided without charge or given away at any activity held on the College property unless permission to do so has first been obtained from the sponsoring organization and from the Division Vice-President for the organization.

L. Alcoholic beverages are not permitted to be offered as prizes.

M. Open alcoholic beverage containers are not permitted to be brought into buses and vans which have been rented by College recognized clubs and organizations for the purpose of transporting participants to and from off-campus events. Additionally, open containers, including, but not limited to bottles, cans, cups, mugs, pitchers, and pouches of alcoholic beverages are prohibited from all College buildings and groups, except from areas designated by the College.

N. Consumption of any alcoholic beverages will be limited to the following campus locations only: Trustee room, Cafeteria, Galleries, Courtyard receptions (through the Senior Vice-President of Academic Affairs and the Director of Public Safety) and Conference Rooms. Consumption of alcoholic beverages in any other campus location, other than those listed in this section is strictly prohibited.

O. No outside announcements will be made without the express approval of the Vice President of Student Development & Community Affairs.

P. Every event on campus must be registered by completing an Event Registration Form which can be obtained from the Office of Student Development & Community Affairs, 2nd Floor, Kennedy Building.

Enforcement

A. All violators of these regulations will be subject to disciplinary action including having the event closed down by the Public Safety Department.

B. Intoxicated persons, anywhere in College buildings or on College grounds shall be subject to police intervention including protective custody, arrest if warranted, or other appropriate action.

C The officers of an institution granted a license to sell or otherwise dispense alcoholic beverages at a group function shall be responsible for implementing the alcoholic beverage regulations and shall comply with any additional requirements imposed by the Vice president of Student Development & Community Affairs An organization that does not properly supervise conduct in an area of function may have its alcoholic beverage privileges suspended and the officers of said organization shall be subject to College disciplinary procedures and/or legal action

D In the event of any situation which endangers persons or property or disrupts academic, administrative, or other related support activities, the College may temporarily prohibit the use of possessions of alcoholic beverages in College buildings or on the College grounds.

Alcohol Abuse Counseling

When deemed appropriate, the Vice President of Student Development & Community Affairs shall have the option of referring a student, who agrees, to alcohol abuse counseling/education or Alcoholics Anonymous for assistance.

Policy Review

The responsibility for the formulation and implementation of future alcohol beverage policies and regulations, including those governing the management of any club, bar or restaurant on campus which shall offer alcoholic beverage for sale and use, shall rest with the Student [illegible] whose recommendation, as usual, shall be forwarded through the appropriate governance procedures of the College. All matters involving student personnel policies and regulations, rest in the ultimate authority of the President and the Trustees of the College.B. The Massachusetts College of Art's Alcohol Policy/Regulations are subject to review and revision in response to any issues or problems which may develop.

As a student at MassArt, you are expected to abide by the Federal, State, and Local Laws, including those laws regulating the possession, use, or distribution of illicit drugs. As such, any violation of the Student Conduct Code which is also a violation of Federal, State, or Local Laws will subject the offender to both the College disciplinary process and to criminal prosecution through the courts

In accordance with the Drug Free Schools and Communities Act, Amendments of 1989 (Public Law 101 226) (20 U.S.C. sec. 1145g), these regulations and laws pertaining to alcoholic beverages and illicit drugs shall be strictly and consistently enforced

Legal Sanctions

Federal, State, and Local Law regulates the possession, use, and distribution of alcoholic beverages and prohibit the possession, use, and distribution of illicit drugs Although all such laws are not cited or described herein, the following are examples of laws frequently encountered:

Federal Alcohol Laws

The Federal law regulating intoxicating liquor is cited as the Federal Alcohol Administration Act and is codified in the United States Code at Title 27, section 201 and following sections. This law stated at section 203 that in order to effectively regulate interstate and foreign commerce in distilled spirits, wine, and malt beverages, to enforce the twenty-first amendment, and to protect the revenue and enforce the postal laws with respect to distilled spirits, wine, and malt beverages

Title 21 U.S.C. sec. 845a provides for increased penalties up to twice that authorized (with exceptions) for any person who violates section 841(a) (1) or section 856 0f title 21 by distributing or manufacturing a controlled substance in or near schools or colleges.

Commonwealth of Massachusetts Alcohol Law

[illegible] chapter 138 deals generally with the manufacture, sales, licensing, transportation, possession and delivery of alcoholic beverages. Following are some highlights reflecting the requirements and criminal penalties of this chapter

Whoever makes a sale or delivery of any alcoholic beverages to any person under 21 years of age shall be punished by a fine of not more than two thousand dollars or by imprisonment for not more than six months, or both. (section 34)

Any person who transfers, alters, or defaces a liquor purchase identification card or license, or who makes, uses, carries, sells or distributes a false identification or license, or uses the identification card or motor vehicle license of another, shall be punished by a fine of not more than $200.00.

Any person under twenty-one years of age who purchases or attempts to purchase alcoholic beverages or makes arrangements with any person such beverages, or who willingly misrepresents his/her age in any way, alters or falsifies his identification offered as proof of age, with the intent of purchasing alcoholic beverages shall be punished by a fine of three hundred dollars. (Section 34 C)

Any person under 21 and unaccompanied by his parent or legal guardian, who knowingly transports or carries on his person any alcoholic beverages shall be punished by a fine of not more than fifty dollars. A police officer may arrest without a warrant any person who violates this section. A conviction of a violation of this section shall be reported forthwith to the registrar of motor vehicles by the court if, at the time of the violation, the dependent was operating a motor vehicle upon a public way or a way to which the public has a right of access, and said registrar may suspend for not more than three months the license of such person to operate a motor vehicle. (Section 34C)

A person of legal age may not transport alcoholic beverages exceeding in amount, at any one time, eight gallons of malt beverages, three gallons of any other alcoholic beverage, or one gallon of alcohol, or their measured equivalent. Violation of this section shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than six months or both. (Section 22).

No alcoholic beverage shall be sold or delivered on any premises licensed under chapter 138 to an intoxicated person. (Section 69).

A violation by any person of any provision of chapter 1138 for which a penalty is not provided, shall be punished by a fine of not less than fifty and not more than five hundred dollars or by imprisonment for not less than one month, nor more than one year, or both. (Section 62)

Alcohol Health Risks

Alcohol is the principle drug in the United States and it's use is widely accepted in society. How alcohol is used can and will determine how it will effect an individual, a family, and our society. People drink for a variety of reasons, ie: as part of a meal, to celebrate a special occasion, to relax and enjoy the company of friends, and cultural and religious reasons. These reasons are the more socially accepted reasons. Other reasons are to escape from problems or pressures, to deal with difficult situations and fears, to escape boredom, peer pressure, or rebel against authority. The reason may result in problems if one begins to depend on alcohol to alleviate things. Alcohol abuse and alcoholism may result.

Alcohol is a drug that depresses the central nervous system. It is absorbed directly into the blood from the stomach and intestines.

Drinking in moderation appears to do the body no permanent harm according to some experts. But taken in large doses over long periods of time, alcohol can be physically and mentally destructive, reducing a person's life span 10-12 years. Alcohol abuse may result in heart, brain, liver and other organ damage, malnutrition, high susceptibility to infectious diseases, permanent damage to the nervous system, deterioration of memory, judgement and learning disability, and inability to grasp reality. Excessive drinking is also involved in in a major portion of highway accidents and fatalities, spouse abuse, assaults, suicides, homicides and economic drains.

Alcohol is a depressant that effects the central nervous system. In small doses it has a tranquilizing effect on most people and stimulates others. It is absorbed directly into the blood stream and reaches the brain quickly, slowing down the parts that control thinking and emotion. This causes one to feel less inhibited, looser. In larger doses it dulls sensations and impairs muscle coordination, memory and judgement.

Alcohol abuse and problem drinking may be defined when a person has a change in personality and/or behavior after drinking, gets drunk often, gets arrested as a result of drinking, has family or job and school related problems because of drinking, drives a car while drunk, is injured while intoxicated, is advised by a physician to stop or reduce drinking and has financial problems. The problem becomes more serious when the need to drink results in loss of control, the amount of alcohol increases to achieve the same results, blackouts occur, or there are specific and painful physical and psychological reactions to the sudden withdrawal of alcohol.

Alcohol abuse may also result in sudden death through an overdose or through withdrawal. When an individual continues to drink more and more and loses control over the need for alcohol he she is said to be an alcoholic individual or may have developed the disease of alcoholism. More recently, the concept of an inherited (genetic) predisposition to alcoholic addiction is gaining increased acceptance. Use of alcohol to self-medicate by those who may have this pre-disposition can lead to alcohol abuse and "alcoholism".

There are various stages of intoxication and the degrees of change are dependent not only on the amount of alcohol consumed, but also on a person's gender, body weight, mood prior to drinking, amount of food in the stomach, expectations, and the amount of time in between drinks. The five stages of intoxication are:

1. Happy—less inhibited, freer, relaxed
2. [illegible] impaired judgment, reaction slowed poor judgement, loss of control over actions
3. [illegible] moody, slurred speech, double vision
4. Stupor—unable to walk or stand, apathetic and inert, vomiting, incontinence
5. Coma—unconscious-may die from respiratory paralysis

If one chooses to drink it should be done safely and sociably. You should know your family history, your own tendency toward addiction (cigarettes, food, chocolate, etc.) and why you want to include alcohol in your life. Drink in moderation and eat while you're drinking. If alcohol becomes a problem there are places to go and people to speak with in the College community and the [illegible]

Protective Custody

Any person who is incapacitated by reason of the consumption of intoxicating liquor may be assisted by a police officer with or without his consent to his residence, to a detoxification facility or to a police station. Such person may be held in protective custody until he is no longer incapacitated or for a period for not longer than twelve hours, whichever is shorter. A police officer acting in accordance with the provisions of this section may use such force as is reasonably necessary to carry out his authorized responsibilities. (M.G.L.A. chapter 111B section 8)

Motor Vehicles

Whoever, upon any way or in any place to which the public has right of access, operates a motor vehicle while under the influence of intoxicating liquor, or marijuana, narcotic drugs, depressants or stimulant substances, or the vapors of glue shall be punished by a fine of not less than one hundred nor more than one thousand dollars, or by imprisonment for not more than two years or both. Under certain conditions, a defendant may be placed on probation for two years provided that the defendant be confined for no less than fourteen days in a residential alcohol treatment program for which the defendant shall pay for the cost of services. In addition for penalties for other violations under this section, long term loss of license to operate a vehicle is also prescribed. (M.G.L.A. chapter 90 section 24)

Whoever, upon any way or in any place to which the public has a right of access, operates a motor vehicle while drinking from an open container of any alcoholic beverage shall be punished by a fine of not less than one hundred nor more than five hundred dollars. (M.G.L.A. chapter 90 section 24)

Whoever, upon any way or in any place to which the public has a right of access, operates a motor vehicle while under the influence of intoxicating liquor, or marijuana, narcotic drugs, depressants or stimulant substances, or the vapors of glue and by such operation causes serious bodily damage shall be punished by a imprisonment for up to ten years and by a fine of not more than five thousand dollars. (M.G.L.A. chapter 90 section 24)

Important Note: Any penalties to which reference has been made in this document are criminal penalties only. No reference has been made to civil liabilities resulting from law suits for which defendants/violators may also be responsible.

Substance Abuse Policy

Commonwealth of Massachusetts Drug Laws

For the purpose of establishing criminal penalties for a violation of a provision of Massachusett General Laws, chapter 94C, the Commonwealth has established the following classes of controlled substances. (M.G.L.A. chapter 94C 31).

Summary of Controlled Substance

A	Opium derivative	21/2 - 10 years and/or fine
B	Opium and Amphetamine, etc	21/2 - 10 years and/or fine
C	Depressants	21/2 - 5 years and/or fine
D	Barbiturates, Marijuana	1 up to 21/2 imprisonment and/or fine
E	Codeine, etc	up to 9 months and/or fine

Any person who traffics in marijuana, cocaine, heroin, morphine, or other controlled substances shall be subject to severe penalties which include, for example, fines from $500 to $500,000, and imprisonment terms from 21/2 to 20 years. (M.G.L.A. chapter 94C section 32E)

Penalties for unlawful manufacture, distribution, dispensing or possession with intent to manufacture, distribute, or dispense a controlled substance in Classes A to C minors (under 18 years of age) (M.G.L.A. chapter 94C section 32F) are summarized as follows:

Summary of Classes A-D Controlled Substance Criminal Penalties

Class	Criminal Penalties
A	Not less than 5 years nor more than 15 years
B	Not less than 5 years nor more than 15 years
C	Not less than 5 years nor more than 15 years
D	Not less than 5 years nor more than 15 years

Penalties for unlawful possession of controlled substances, M.G.L.A. chapter 94C section 34, are as follows:

Violation of section 34 is punishable by imprisonment for not more than one year or by a fine of not more than one thousand dollars, or by both such fine and imprisonment.

Violation of this section by possessing heroin is punishable for the first offense by imprisonment in a house of correction for not more than two years or by a fine of not more than two thousand dollars, or both.

Violation of this section by possession of marijuana or a controlled substance in Class E of section 31 shall be punished in a house of correction for not more than six months or a fine of $500 dollars, or both.

M.G.L.A. chapter 94C section 35 states that any person who is knowingly present at a place where heroin is kept or deposited in violation of the provisions of chapter 94C, or any person who is in the company of a person, knowing that said

person is in possession of heroin in violation of chapter 94C, shall be punished by imprisonment for not more than one year or by a fine of not more than one thousand dollars, or both

Illicit Drugs Health Risks

Taber's Cyclopedic Medical Dictionary definition: drug abuse The use or overuse, usually by self-administration of any drug in a manner that deviates from the prescribed pattern. Any psychoactive drug is potentially harmful The effects depend on the agent, the user, the environment in which the drug is used, and the intensity, frequency,and duration of use. All mood-affecting substances (including alcohol) are a potential or real threat to the health of an individual. Drug abuse and misuse can cause tragic effects on both mind and body

Narcotics

Opium (Dover's Powder, Morphine, Roxanol)
Codeine (Tylenol w/codeine, Robitussin A-C)
[illegible]
Methadone (Dolphine, Methadose)

These drugs have a high potential for physical and psychological dependency. The usual methods of administration are oral, smoked, sniffed and injected. Possible effects from these drugs are euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Slow and shallow breathing, clammy skin, convulsions, coma, and possible death are effects of overdose Withdrawal syndrome includes watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

Depressants

Barbituates (Nembutal, Seconal, Downers, Barbs, Red Devils)
Methaqualone (Qualudes, Ludes)
[illegible]

These drugs have a moderate to high potential for physical and psychological dependency. The usual methods of administration is oral. Possible effects from these drugs are: slurred speech, disorientation, drunken behavior without odor of [illegible] pupils, weak and rapid pulse, coma, and possible death are effects of overdose. Withdrawal syn- [illegible] delirium, convulsions, and possible death Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth.These children may also have birth defects and behavioral problems.

Stimulants

Cocaine (Coke, Crack., Flake, Snow)
Amphetamines (Speed, Uppers, Pills)
Methamphetamines (Crank, Speed, [illegible]

There is a possible physical dependence and a high psychological dependence to these drugs. The usual methods of administration are: oral, injected and for Cocaine, sniffing and smoking. Possible effects of these drugs are increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of [illegible] in body temperature, hallucinations, convulsions, and possible death Withdrawal syndrome include: apathy, long periods of sleep, irritability, depression and disorientation.

Cannabis

Marijuana (Pot, Grass, Reefer, Sticks, Dope, MaryJane)
Tetrahydrocannabinol (THC)
Hashish (Hash)
Hashish Oil

The physical dependence to these drugs are unknown. There is a moderate psychological dependence. The usual methods of administration are: oral or smoked Possible effects are euphoria, relaxed inhibitions, increased appetite, and disorientation behavior. Fatigue, paranoia, and possible psychosis, are effects of overdose. Withdrawal syndrome includes: insomnia, hyperactivity, and occasional decreased appetite.

Hallucinogens
LSD (Acid, Blue Heaven, White Lightening, Red Dragon)
Mescaline & Peyote (Buttons, Cactus, Mesc)
Phencyclidine (PCP, Angel Dust, Hog Loveboat)
Psilocybin (Magic Mushrooms)

There is no physical dependence on LSD, Psilocybin, Mescaline, and Peyote. The psychological dependence of LSD, Psilocybin, Mescaline, and Peyote are unknown. The physical dependence of Phenycyclidine is unknown, but the psychological dependence is high. The usual methods of administration are: oral, injected and smoked. Possible side effects are: illusions and hallucinations, poor perception of time and distance. Longer, more intense "trips" and flash back episodes, psychosis, and possible death are overdose effects. There has been no reported withdrawal syndrome.

Federal Drug Laws
The Controlled Substances Act, Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, (as amended) is the legal foundation of the United States Government effort against the abuse of drugs. This law is a consolidation of various laws regulating the manufacture and distribution of narcotics, stimulants, depressants, and hallucinogens.

This law provides criminal penalties for the unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule or classification of the drug or substance. The following is an overview of the penalties of trafficking or unlawful distribution of controlled substances and is not inclusive of the penalties provided under the Controlled Substances Act as of November 18, 1988

Computer and Network Usage Policy

The College's Computer and Information Network is a continually growing and changing resource intended to support the academic and administrative needs of the College's community. In order to ensure a reasonable and dependable level of support to the entire College's community, these resources require professional management and responsible use. Misuse by even a few individuals has the potential to disrupt College business and/or the legitimate academic or research work of students and faculty. Users are therefore required and expected to exercise responsible, ethical behavior when using these resources.

Access to and use of these resources is issued on a temporary basis while the user is an active member of the College community (i.e. registered student, staff or faculty member). Resources remain the property of the College at all times. Access policies may be posted in specific areas.

Scope
This policy applies to all computing and communication resources at the Massachusetts College of Art (the "resources"), to all information stored therein, and to each user of these resources (the "user community"). The resources include any and all College owned or managed computer-related equipment, computer systems, and inter connecting networks, as well as all information contained therein. The user community consists of those persons and organizations which use, directly, or indirectly, any of these resources.

Rights and Disclaimers
The College acknowledges the requirement to maintain user privacy and avoid unnecessary interruption of user activities. To maintain a stable operating environment and to insure against unauthorized or improper use of those facilities, the College reserves the right, without notice, to inspect and review the contents of any data or file stored on the system(s) to insure compliance of user policies, applicable state laws and regulations of the Higher Education Coordinating Council. In the event of suspected misuse or of questionable use, the file owner will be contacted for further discussion and/or explanation. In the event that use is determined to be contrary to College policy and/or prevailing law, appropriate measures will be taken. These measures may include, but not be limited to, permanent/temporary suspension of user privileges and deletion of files. In all cases the inspection of files is only to ensure proper operation of College system.

Conditions of Use

You must use only those resources to which you have been specifically granted access by the College. You are responsible for any computing activity carried out under your user name. The unauthorized use of resources is prohibited and may, in some cases be violations of law. Unauthorized use includes, but is not limited to, the following:

1. Use of College resources to gain unauthorized access to resources of this and/or other institutions, organization or individuals.
2. Use of false or misleading information for the purpose of obtaining access to resources.
3. Authorizing another person or organization to use your account. You must take all reasonable precautions, including pass word maintenance and file protection measures, to prevent use of your account by unauthorized persons. Do not share your password with anyone else or provide anyone else's password, encrypted or otherwise, to anyone who is not authorized to have it.
4. Use of any resource in a manner that violates State or Federal Law or College policy.
5. Accessing, altering, copying, moving or removing information, proprietary soft ware or other files (including programs, software libraries, data and electronic mail) from system or public files or files of other users without authorization.
6. Use of any resource irresponsibly or in a manner that needlessly affects the work of others. This include transmitting or making accessible harassing material; repeated unsolicited mail or advertising;l distribution of chain letters; intentionally, recklessly or negligently damaging any system (i.e. by the propagation of any computer "virus", "worm", or "Trojan-horse" program); intentionally damaging or violating the privacy of information not belonging to you; or intentionally misusing or allowing misuse of system resources.

The user community is responsible for any communication carried across other networks. Users must adhere to the guidelines and acceptable use policies of such local area networks, regional networks, or the Internet to which they may be connected. Violations of policy that occur in these networks may affect the College's ability to maintain its Network privileges.

Violation of Policy

The user community is responsible for conducting themselves in a manner compatible with the guidelines and goals of the College. The College will review alleged violations of acceptable use policy on a case-by-case basis and will follow established disciplinary procedures for transgressors. Violations of policy may result in loss of electronic mail privilege, loss of computer privilege, loss of network privilege, and/or referral to appropriate authorities.

It is your responsibility to report any violation of these guidelines by another individual and any information relation to flaw in or bypass of resource security. Violations and questions about this policy or about the applicability of this policy to a particular situation should be referred to the Campus Network Specialist.

Commencement Participation Policy

Students who have completed the requirements for the BFA, MFA, MSAE are eligible to participate in the Commencement ceremonies.

Students who have completed the MFA and the MSAE must meet all the requirements of the Graduate Division to participate in the Commencement Ceremonies.

The College Policy for the BFA clearly states: "Only those students who have completed all the requirements will receive their Diploma's. Students with a shortage of six credits or less in areas other than their major may participate in

Commencement, but will not receive their Diploma. Approval to participate in the ceremony must be obtained from the Department Chairperson of the major department you are in.

Students with a shortage of greater than 6 credits may not participate in Commencement, exceptions to this policy may only be approved by the Associate Dean of Academic Affairs".

Hazing Policy

The Commonwealth of Massachusetts has passed the following Act prohibiting the practice of hazing: "Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment ina house of correction for not more than one hundred days, or by both such fine and imprisonment

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property , which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption to any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as is reasonably possible. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgement stating that such group, organization or individual has received a copy of said section 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Higher Education Coordinating Council and in case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

Code of Conduct Procedures

NOTE: The College and the State Board of Higher Education are considering changes to this policy which may occur in this academic year 1997-1998. Students of the Massachusetts College of Art have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the missions and goals of a professional college of Art and Design. Honesty and integrity are expected from students in fulfilling all academic and studio responsibilities. Certain classes of misconduct are universally recognized as being disruptive of the educational process. Committing one or more of the following offenses subjects the involved to the possibility of College disciplinary procedures:

a. Dishonesty, such as cheating, plagiarism, or knowingly furnish false information to the College; Definition of plagiarism:

"While it is recognized in the studio area that the use, representation, interpretation and integration of existing works and ideas are integral parts of the artist's process, it is also recognized that cases may exist where non original work is inappropriately and unethically represented as an individual's own. In written work, attribution through the use of footnotes is the accepted method of acknowledging the intellectual debt to another's work. Intentional misrepresentation of work, however, is considered plagiarism. Plagiarism (from the Latin plagiare; to steal) is a serious offense. It is the act of stealing ideas, words and/or interpretations by copying work, whether it is written, visual or electronic and intentionally and unethically submitted as one's won work. As a serious offense, instances of plagiarism may be handled through the college's [illegible]

b. Forgery, alteration, or misuse of College documents, records or identifications;
c. Obstruction or disruption of teaching, [illegible], procedures or other College activities;
d. Verbal or physical abuse of any member of the College community or conduct which threatens or endangers the health or safety of any such person,
e. Failure to comply with directions of College officials acting in the performance of their duties,
f. Theft or damage to College property or property of others while on College premises,
g. Unauthorized entry to or use of College facilities, equipment or resources,
h. Violation of the College's alcoholic beverages regulations or Event Registration Form ;
i. Manufacture, distribution or possession of [illegible]
j. Violation of the College's Affirmative Action policies including those on sexual harassment, racism, AIDS and disabilities,
k. Violation of state laws on hazing;
l. Sex Offenses- Violation of criminal laws on sexual assault or rape.

Academic Misconduct Disciplinary Procedures

The determination and verification of misconduct along with appeals and/or sanctions in questions of academic dishonesty should follow the procedures outlined below.

Alleged Violation

In most cases the initial suspicion of academic misconduct will first come to the attention of a faculty member. The determination as to the degree of intentional misrepresentation and the course of subsequent action must be made at this time

Student/Faculty Discussion

The faculty member discusses the seriousness of the action with the student and determines whether the act was deliberate or accidental and whether a violation has, in fact, occurred. Based on the seriousness of the charge, a decision is made by the faculty member to either:

a. resolve the issue as a classroom issue.
b. If the incident is of a serious nature, the faculty member may refer the matter to the Department Chair, or, if the student does not concur with the resolution,s/he may request a meeting with the Department [illegible]

Faculty/Department Chair Discussion

The meeting of the student with the faculty member and the chair of the department is meant to more fully pursue information which may be pertinent and which leads to exoneration or an "in class" sanction. It should be noted that faculty are empowered to review records for prior sanctions. The college, through the chair, may

officially administer academic sanctions as deemed appropriate. The chair may initiate classroom sanctions and/or refer the matter for further disciplinary action. Based on these discussions, the faculty member of record and the chair may decide that:

a. This is best handled in class by advising and then reassigning or retesting the student, or giving no credit for the plagiarized assignment.
b. If in the faculty member's judgement the student should receive no credit for the class, the student will be informed in writing by the department chair and a letter of reprimand outlining this action will be kept in the student's file at the Registrar's office.
c. If just cause is determined by the Academic Vice President in consultation with the department chair and the faculty member, the matter may be referred by the Academic Vice President to the Vice President of Student Development & Community Affairs for further disciplinary action. However, there is no review or appeal of the academic sanction imposed or approved by the Academic Vice President through the college judicial system.

Sanction Procedure

Adherence to the principle of due process of law is essential in the administration and levying of sanctions. In accordance with this principle, the two elements of basic fairness and clarity of procedure are the foundation for the reporting, investigations and deliberations resulting from alleged misconduct on the part of the students at the Mass College of Art. Following are the steps to be taken in the event that a violation of responsibilities occur:

All cases of misconduct are reoffered to the Vice President of Student Development & Community Affairs. The Vice President will make an investigation to determine the validity of the charges. Having done this, the Vice President will meet with alleged violator in order to inform him/her of the charge(s) and evidence obtained and to offer the student an opportunity to be heard on his/her behalf.

If the Vice President determines that the findings are against the student, he/she may, at his/her discretion administer an admonishment or a warning. However, if the facts of the case are unclear or if the gravity of the offense merits a sanction of disciplinary probation, suspension, or dismissal, the student will be informed that the case must be heard and evaluated by members of the Committee on Students Rights and Responsibilities.

The Committee will be composed of three senior faculty chosen by the President of the Faculty Federation; three administrators chosen by the President representing Student, Academic and Administrative Affairs; and three students chosen by the Student Government Association. The Vice President for Student Development & Community Affairs, while in attendance, is not a voting member. The Vice President will inform all involved parties of the time, place and nature of proceedings. A quorum of five must be present in order for proceedings to begin. The Vice President will explain the need for confidentiality and will present the facts of the case as they are known. Witnesses will be heard and evidence presented. The accused student will have the right to examine evidence or witnesses and will, in addition, have the right to call witnesses on his/her behalf. Upon completion of all the presentations, the Committee will go into executive session and will render a majority judgement, based on the preponderance of evidence, as to the culpability of the accused student. If guilt is found, the Committee will then decide and vote on the level of sanction to be administered and will instruct the Vice President to inform the student of their decision. the President of the College will retain the right to confirm or reverse the decision of the Committee. Further, the President has the right to temporarily suspend a student prior to a hearing if his/her continued presence may jeopardize the well-being of others. Within ten working days following the Committee's decision, the student has the right to appeal to the Board of trustees for a College decision of dismissal or suspension for longer than a period of two weeks.

Posting of Notices

the Campus for the posting of College notices, flyers, etc. All such notices must be posted on these location only. Additionally, all notices should be dated with the date of the event. This will facilitate the removal of the notice at the appropriate time. Any notice without a date will be removed. It is hoped that this procedure will help in keeping the posted information current. Your cooperation is appreciated.

Religious Groups

MassArt welcomes students, faculty, and guests from many religious and cultural backgrounds. This rich environment encourages the free exchange of beliefs and ideas and the reexamination of one's values and commitments. With this freedom, however, comes the responsibility to respect the rights of others, including the right not to be harassed or pressured to join a religious group or take part in its activities.

Religious activities and groups on the campus are open to all students. They are often publicized in campus newspapers, posters, fliers, and by personal invitation. If you are approached by representatives of any group on campus, you are free to request further information, to attend meetings, or become a member. You are also free to say, "No thank you, I'm not interested." This simple statement should be respected.

If you feel you are being pressured to attend a meeting or join a religious group, please report this to Mercedes Evans, Director of Affirmative

Should you wish to discuss this policy further, or have any other questions about religious groups or activities, feel free to contact the Vice President of Student Development & Community Affairs, extension 372.

Rights & Responsibilities

The Massachusetts College of Art believes that an institutional framework must be provided that encourages debate and freedom of intellectual and creative endeavor. Academic freedom, in the fullest sense of the term, is indispensible to the purpose and existence of the college.

Freedom in the Classroom

The college affirms the right of students to freedom of research, exploration of ideas, concepts and theories, as the right to their expression in the studio and classroom. It is the responsibility of the instructor in particular, but students as well, to ensure the courteous and unlimited exchange in ideas not only of facts, but, in the spirit of free inquiry. All students must be protected against prejudiced or capricious evaluation.

Freedom of Association

Organizations or clubs may be established at the College of Art for any reason whether the purposes are political, economical, social or educational. Membership in all college related organizations will be open to any person in the College community who is willing to meet its stated aims and obligations. College interest in the existence and objectives of organizations within the college community includes the following matters:

Support and Maintenance

In affirming the right of free association on campus, the College assumes the responsibility to defend and uphold that right in the event that, for any reason, it seems threatened.

Association Identification

As a general rule, the college will not require membership lists of an organization or club; it may, however, if deemed necessary to the welfare of the College, request the names and addresses of Officers and/or members.

Freedom of Publication

In keeping with the right of academic freedom, student press of individuals and organizations will be free of censorship and arbitrary college actions arising out of disapproval of editorial policy or content. Any publications of material that includes the College name, logo, or address must be approved by the appropriate area Vice President in advance of publication.

Freedom of Protest
The College recognizes the right of the students to conduct peaceful demonstrations and protest that do not interfere with regular conduct of the College's business. Parties responsible for the planning of protest or demonstrations have the obligation to consult with the Vice President of Student Development & Community Affairs prior to the implementation of such acts.

Freedom to Participate in the Decision Making Process
As constituents of the academic community, students are free, individually and in groups, to express their views on institutional policy and on other matters germane to their individual or collective interests. In addition, the formal contract of the College faculty has express and definitive mechanisms designed to insure the full participation of all sectors of the College community on a representational basis

Freedom of Privacy
Respect will be given to the confidential relationship between the College and its members by preserving the privacy of records relating to each person. For students, the right to confidentiality and access to records is guaranteed by Federal law under the Family Educational Rights and Privacy Act of 1974 and the Commonwealth's Fair Information Practices Act.

Grievance Procedure for Students

1. If an issue should arise in which a student believes that he/she has a genuine grievance, the student will make every attempt to resolve the differences existing with the appropriate parties or individuals.

2. In the case that the grievance is based in the action of a particular individual and the resolution has not occurred in step one, the student will arrange to meet with the individual's immediate supervisor who will, using his/her best judgement, attempt resolution

3. Failing agreement at this level, the student will articulate his/her grievance to their appropriate Vice President or his/her designee responsible for the area under consideration. The Vice President will meet with the student and other concerned parties in order to insure a proper hearing of all the facts being debated and may, in due course, propose or effectuate a remedy.

4. If for any reason, an impasse occurs and satisfaction has not been obtained, the student may proceed with step four of the grievance procedure in which the grievance, presented in writing- which may include a proposed solution- will be forwarded to the President of the College with all the documents, testimony and other relevant information where a decision will be rendered

5. If the student believes the grievance related to issues of affirmative action, sexual harassment, racism and the College's related affirmative action policies, he/she may contact the Director of Affirmative Action. All information will be kept confidential unless the student decides otherwise

Smoking Policy

Massachusetts State Laws prohibits smoking in college buildings, classrooms, halls, and stairwells

Snow Closing Policy

In the event that classes and other scheduled activities are cancelled only SNOW DAY PERSONNEL will be required to work. Snow day personnel will include Power Plant personnel who must remain on the job until they are properly relieved by his/her normal shift replacement, Security personnel and some maintenance personnel for clearing snow sidewalks and building entrances. All excluded professional and classified personnel should make every attempt to report for work.

Procedure for cancelling classes and other activities: The Vice President of Administration and Finance will advise the President of storm conditions in the immediate area of the College, noting the status of mass transportation, other private/public agency closings as well as the latest weather advisory. The President will then determine the necessity for closing the College and arrange for the broadcast of this information on the following radio stations:

WBZ (1030 AM) WRKO (680 AM)

The broadcast of this information will also be made on the following television stations:

WBZ (Ch. 4) WCVB (Ch. 5) WHDH (Ch. 7)

Information will be given to the stations prior to 6:15am for an all day closing. Information will be given to the stations by 12:00 noon for an afternoon closing.

PLEASE DO NOT CALL THE COLLEGE.

The division of Graduate and Continuing Education will also be closed when the Day Division closes. If, however, adverse weather conditions develop during the day, Graduate and Continuing Education personnel, in concert with the President, will determine if classes are to be canceled. All such decisions will be made prior to 2:30 pm.

Solicitation Policy

Commercial Solicitation is NOT allowed on campus

Non-Commercial Solicitation

The primary concern of the College is fostering of education and study. As one aspect of the process, the college encourages participation by the students, faculty and staff in matters of public interest. This policy exists with three [illegible] in mind. The first is to allow the college to continue its normal educational functions without undue interruption. The second is to enable outside groups equitable and reasonable opportunity to solicit on campus. The third is to protect the individual rights of [illegible] such as the rights of privacy and personal security. It is with these considerations in mind that the [illegible]

Non-commercial solicitation shall be defined as activity which does not promote or tend to promote the sale of goods or services, or the exchange of money. Examples of non-commercial solicitation include voter registration, distribution of free literature, and the enlistment of [illegible]

Statement of Policy

Public Areas

Public areas are those areas generally open to the public (including parking lots) which do not serve a specific educational, administrative, research, health, residential, athletic, or recreational purpose. Public areas are open to non-commercial solicitation and shall include the following: the first floor of the North Building (between the two exit doors); the ground floor of the Tower adjacent to the entrance of the auditorium; the ground floor foyer of the Kennedy Building; and the first floor foyer of the South Building.

Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the college. All persons or organizations who wish to engage in non-commercial solicitation are nonetheless required to follow the approval process outlined below.

Approval Process

All persons, whether students or non-students, who wish to engage in non-commercial solicitation must first register and obtain written approval from the appropriate college office (as designated below).

Any person engaging in solicitation must display a college permit at all times. Non-commercial solicitation activities are presumed permissible and approval will be granted therefore unless, in the considered judgement of Director of Events Planning & Theatre Management such activities are likely to cause undue disruption of the rights of the College Community members, such as the rights of privacy and personal security. The following procedures must be followed in order to obtain approval for a non-commercial solicitation activity:

a. Each person or organization seeking to reserve these designated spaces for non-commercial solicitation must appear at he office of Events Planning & Theatre Management to complete a college solicitation registration and approval form no later than 72 hours in advance of the proposed activity.

The following procedure must be followed to appeal denial of a non-commercial solicitation request:

1. The unsuccessful applicant must appeal to the Vice President of Student Development & Community Affairs within 24 hours of notice of the denial of the request.
2. The appeals officer will respond within two business days of the appeal.
   Note: Emergency exceptions to the time limitations above may be made upon showing of good cause.
3. Sanctions - Instances of alleged noncompliance with the College non-commercial solicitation policy may be the subject of a complaint by any member of the college community. Such complaint shall be registered within five (5) business days of the alleged infraction with the appropriate Vice President. The alleged violator(s) shall receive notice of the complaint and shall be given an opportunity to be heard as specified below.

Complaints relative to students believed to be in violation of the college non-commercial solicitation policy will be reoffered by the Office of the Vice President of Student Development & Community Affairs to the judicial process as outlined in the Student Handbook.

Visitors

Visitors are welcome at all times but must receive a Visitor's Pass from the security guard of the building they wish to visit for entrance into that particular building. Those seeking meetings with the administrative offices of faculty members should arrange appointments by writing or calling their appropriate office. Visitors to classrooms must gain prior permission from the instructor.

Those seeking a tour of the campus should contact the Admissions Office (232.1555 ext.236) to schedule an appointment.

Bicycles and Mopeds

Bicycles, motorcycles, and mopeds may be chained to designated racks only, and not to railings, banisters, nor fences. At no time may any vehicle be placed on a fire escape or stairwell. Mopeds, motorcycles,and bicycles are not allowed in any residences.

Withdrawal for Emotional Disorders (involuntary withdrawal)

The policy outlined below defines the response of the College to students with serious mental disorders. It would be invoked in those rare extreme cases when it has been determined with as much clear and convincing evidence as possible that the actions of the student are such that their continued presence at the College has the potential of creating harm to him/herself or to others. The policy attempts to address the student's alleged mental disorder with humanistic approach by mandating an interim withdrawal and psychological evaluation with due process rather than dealing with the problem behavior from a strictly disciplinary approach and or dismissing the student from the College.

Standards for Withdrawal

A student will be subjected to involuntary administrative withdrawal from Massachusetts College of Art, or from Massachusetts College of Art residence halls, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder and as a result of the mental disorder has engaged or threatened to engage in behavior which poses a danger of causing physical harm to self or others or has engaged or threatened to engage in or directly and substantially impede the lawful activities of others; lacks the capacity to respond to pending disciplinary charges; or did not know the nature of wrongfulness of the conduct at the time of the offense.

These standards do not preclude removal from the College, or College residence hall, in accordance with provisions of the residence hall, occupancy agreement or other Massachusetts College of Art rules or regulations.

Regulations

Students who are subject to disciplinary charges and who wish to rely on evidence of mental disorder when responding to such charges must so inform the Vice President of Student Development & Community Affairs in writing at least two (2) business days prior to the date on which any disciplinary proceeding is scheduled to be held. Such notice may also be given by a family member, or by others advising or assisting the student. The Office of Student Development & Community Affairs will provide a form for this purpose. The Vice President or designee will then make a judgement based on these standards to divert the student from the disciplinary process.

Referral for Evaluation

It is responsibility of the Vice President to make the student/family aware of the policy process which is:

The first step in substantiating a mental component as it contributes to a disciplinary problem is to seek a psychological evaluation with written recommendation by an independent psychiatrist licensed to practice in the state of Massachusetts.

Any disciplinary proceeding that is pending at the time of such referral shall be suspended until the evaluation is completed.

Any student reoffered for or choosing an evaluation shall be given a copy of these Standards and Procedures. The evaluation must be completed within five(5) business days unless an extension is granted by the Vice President of Student Development & Community Affairs.

If, upon completion of such evaluation, it is determined that the student does meet the criteria set forth above, no further proceedings shall be conducted pursuant to these Standards and Proceedings, and any disciplinary proceeding that is then pending shall resume. Otherwise, the Vice President or designee shall take steps in accordance to these Standards and Proceedings.

A student who fails or refuses to participate in or to complete an evaluation for which he has been reoffered in accordance with these Standards and Procedures may be administratively withdrawn on an interim basis in accordance with the provisions of interim withdrawal and, in he event that any disciplinary proceedings are then pending, such proceedings may then be resumed.

Interim Withdrawal

An interim administrative withdrawal may be implemented immediately for the reasons set forth above or whenever the Vice President reasonably determines that student may be suffering from a mental disorder and that the student:

- Has engaged or threatened to engage in behavior which poses a danger of causing physical harm to self or others, or has engaged or threatened to engage in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others;
- Lacks the capacity to respond to pending disciplinary charges;
- Did not know the nature of wrongfulness of the conduct at the time of the offense.

Whenever the Vice President has made such determination, he/she shall, if he/she has not otherwise done so, promptly refer such student for an evaluation in accordance with the provisions above.

A student subject to interim withdrawal shall be given written notice of the withdrawal either by delivery in hand or by certified mail, and shall be given written a given a copy of these Standards and Procedures. The student shall then be given an opportunity to appear before the Vice President of Student Development & Community Affairs or a designee within two(2) business days from the effective date of the interim withdrawal, in order to review the following issues:

- The reliability of the information concerning the student's behavior;
  Whether or not the student has completed or is actively pursuing a psychological evaluation in accordance with the referral for the evaluation provision.
  A student subject to an interim withdrawal may be assisted in the proceeding specified above by a family member and/or a licensed psychologist or psychiatrist, or by a MassArt member of the faculty or staff of their choice. Students will be expected to speak for themselves whenever possible.

Following completion of these proceedings, the Vice President shall determine whether to revoke the interim withdrawal or to cause it to remain in the effect. He/She shall give prompt written notice of his/her decision in that regard to the student. Every interim withdrawal shall remain in effect for such period as the Vice President shall determine but in no event shall it remain in effect beyond the date on which a decision shall be made at the student's hearing as provided below.

Any student who has been reoffered for an evaluation in accordance with these sections shall be accorded a hearing within seven (7) business days after such an evaluation has been completed. If a student is subject at that time to an interim withdrawal, the interim withdrawal shall remain in effect pending completion of hearings unless the Vice President has previously revoked it; provided however, the student will be allowed to enter upon the campus to attend a hearing, or for other necessary purposes, as authorized in writing by the Vice President.

Hearing

Students subject to an involuntary withdrawal shall be accorded a hearing before the Vice President of Student Development & Community Affairs or a designee. The hearing shall be informal and shall be conducted in accordance with the following guidelines:

1. Students will be informed of the time, date, and location of the informal hearing in writing, either by personal delivery or certified mail, at least two(2) business days in advance of the hearing;
2. The entire case file, including any evaluations prepared in accordance to these Standards and Procedures, and the names of prospective witnesses, will be available for inspection by the student in the Vice President of Student Development & Community Affairs office during normal business hours. The file, should be made available at least two(2) business days before the informal hearing and need not include personal or confidential notes of any college official or participant in the evaluation process.
3. At the request of the student, a Massachusetts College of Art faculty or staff member of his/her choice may be appointed to review and challenge any evaluation containing a recommendation for involuntary withdrawal.
4. The advisor shall be given notice of the informal hearing, and access to the file, in accordance with the procedure mentioned above. Furthermore, the advisor will

be given reasonable time at the the hearing to ask relevant questions and to present evidence designed to challenge any recommendation that the student be involuntarily withdrawn from the College

- The informal hearing shall be conversational and non-adversarial. the Vice President of Student Development & Community Affairs or designee shall exercise active over the proceedings to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be temporarily excluded from the hearing The hearing will continue when the proceeding can continue in orderly fashion.
- Additionally, the student may also choose to involve a family member and/or a licensed psychologist or psychiatrist of [illegible]
- The hearing may be conducted in the absence of a student who fails to appear after proper notice.
- The mental health professional who prepared the evaluation shall appear at the hearing to respond to questions, upon request of any party. If this is not possible, a written addendum to the evaluation may be submitted.
- The Vice President of Student Development & Community Affairs or a designee may permit a Massachusetts College of Art official, and the mental health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any withdrawal recommendation. Legal counsel will not be employed by either the College or the student in these hearings.

10. Within five(5) business days following the completion of the hearing, the Vice President of the Student Development & Community Affairs or designee shall render a decision concerning the question whether the student should or should not be involuntarily withdrawn from the College. the Vice President of Student Development & Community Affairs or designee shall decide that a student should be involuntarily withdrawn from the College only upon a determination based on clear and convincing evidence, that these Standards have been met.
11. If the Vice President decides that the student should be involuntarily withdrawn from the College, he/she shall set forth his/her findings of fact and the reasons on which his/her decision is based. He/She shall also state the date after which a petition for reinstatement will be considered, and any conditions that must be fulfilled before any such petition may be submitted.
12. The decision of the Vice President shall be transmitted to the student in writing, either by certified mail or by delivery by mail.
13. The decision of the Vice President of [illegible] Affairs or designee, with the approval of the College President will be final and conclusive and will not be subject to the appeal process.

Readmission
When determination has been made that the student is mentally capable of returning to school, re-admission will be immediately provided to the student subject to any conditions imposed by the Vice President of Student Development & Community Affairs.

Deviations from Established Procedures
Reasonable deviations from these procedures will not invalidate a decision or proceedings unless significant prejudice to a student may result.

The Massachusetts College of Art Foundation, Inc. & Alumni Association

The Foundation is a non-profit, tax-exempt charitable education corporation that financially assists and supports the college. It consists of a [illegible] member Board of Directors that includes trustees, administrators, faculty, staff, alumni/ae, and non-College related individuals. The Foundation is charged by the College Board of Trustees with the responsibility of [illegible] College efforts to raise funds for all non-State funded programs initiated by students, faculty, administrators or, alumni/ae. The Foundation supports and promotes the Alumni Association, the Alumni Fund, the Annual Benefit Art Auction, and manages trust funds established for [illegible] awards.

The Alumni Association operates under the auspices of the Foundation and consists of a [illegible] member elected board of alumni/ae. Each person who completes one year or more of study in a degree granting program is, upon leaving MassArt, a member of the Alumni Association. The Association serves in an advisory capacity for the quarterly newsletter, assists in the organization of reunions, alumni/ae exhibitions and special events, such as alumni weekend and back to school nights. In addition to serving as a networking system for alumni/ae, the Association also provides assistance to selected College programs such as mentors and internships, and contributes to events such as the reception for the senior show.

For more information regarding either the Alumni/ae Association or the Foundation, please call 232 1555 extension 258.

[illegible] you get started, it's just the tip of the iceberg.

What to Do

[illegible] newsletter and [illegible] information about Boston happening.

[illegible] Channel 17 [illegible] produced by the Cultural Data Project and provides information about Boston's cultural sites.

[illegible] 617.536.4100, has information [illegible] Tremont Street side of Boston Common at Park Street T stop and at Prudential Plaza West.

TRANSPORTATION

The T
Boston's mass transportation system, operated by the Massachusetts Bay Transportation Authority (MBTA, or T for short), is the oldest subway and trolley system in the country. Routes are identified by colors: Green, Red Blue, and Orange. Maps and schedule information are available at T station information booth at Park Street Station and at the Student Development & Community Affairs Office, 2nd floor Kennedy.

T Passes
The Student Development & Community Affairs Office offers MBTA (Massachusetts Bay Transportation Authority) semester passes for students at an 11% discount.

The semester pass provides unlimited public transportation for one semester on the T (subway and/or buses) within the pass category selected.

The new passes are available in the Student Development & Community Affairs Office, Kennedy Building, 2nd floor at the beginning of every month each semester. Sign-up dates and costs are listed in the current brochure. You must sign-up early in each term so watch the College newsletter and/or bulletin boards for current information.

Taxis
Several taxi companies operate in the Boston area. A complete list may be found in the NYNEX yellow pages. For starters try Boston Cab 536-5010.

Buses
Local: MBTA buses link areas of the city that the subway does not directly reach. Call 722.3200 for schedule and route information.

Long Distance: Boston is served by two bus terminals.

Bonanza and Greyhound are located at 2 South Station. Take the Red Line to South Station. Call 526.1808 for information.

Peter Pan/Trailways is located at 555 Atlantic Avenue. Take the Red Line to South Station. Call 426.7838 for information.

Airport
Logan International Airport serves most major airlines. Below is list of the major domestic airlines serving Boston and the telephone numbers for their ticket offices. Transportation to Logan is best by public transportation. Take the Green Line to Government Center, transfer to the Blue Line, and get off at the Airport stop. From there a free shuttle bus makes the circle to all terminals. An alternative way is to catch the Water Shuttle to the airport. It departs from Rowe's Wharf every fifteen minutes. Take the Blue Line to Aquarium. It is about a ten minute walk down Atlantic Avenue to Rowe's Wharf.

Trains
Amtrak operates out of South Station (take the Red Line to South Station) or Back Bay Station (Green Line or Orange Line to Copley, short walk from there).

South Station, Atlantic Avenue
482.3660
Back Bay Station, 145 Dartmouth
482.3660

TELEVISION AND RADIO

Television
There are many TV stations in the area that may be viewed without cable hookup. Daily program listings can be found in the *Boston Globe* or *Herald*.

2	WBGH	Public television, PBS affiliate
4	WBZ	NBC affiliate
5	WCVB	ABC affiliate
7	WHDH	CBS affiliate
25	WFXT	Fox affiliate
38	WSBK	Sports (Red Sox, Bruins), movies, syndicated shows
44	WGBX	Public television,PBS affiliate
56	WLVI	Sports, movies, syndicated shows, cartoons
68	WABU	Movies, syndicated shows, news

Radio

The airwaves in Boston abound with radio to

AM		
680	WRKO	Talk
850	WHDH	Talk
1030	WBZ	News and talk
1090	WILD	Urban contemporary
1330	WRCA	Ethnic
1550	WNTN	Talk and contemporary
FM		
89.7	WBGH	Classical, jazz, public affairs
88.9	WERS	Emerson radio
90.9	WBUR	Boston University's affiliate: classical, news and information, public affairs, "All Things
91.9	WUMB	UMass Boston Radio
92.9	WBOS	Contemporary, classic hits
94.5	WJMN	Urban contemporary
100.7	WZLX	Classic hits
101.7	WFNX	Alternative rock
102.5	WCRB	Classical (commercial)
103.3	WODS	Album-oriented rock,
105.7	WCLB	Country and Western
106.7	WMJX	Easy listening
107.1	WAAF	Rock and roll
107.9	WXKS	Dance, rock, R and B

ARTS AND ENTERTAINMENT

Boston Ballet Company Wang Center	695 6950
American Repertory Theater Cambridge	547 8300
Huntington Theatre Company Boston	266 0800

NEWSPAPERS

The *Boston Globe*—Boston's best known newspaper is available daily, with a large Sunday edition. Look for Thursday's "Calendar" section for a comprehensive listing of activities, movies, concerts, lectures, workshops, nightlife, and other happenings for the coming weekend and the

The *Boston Herald*—Boston's other daily newspaper, also with an expanded Sunday edition. Its easy-to-hold, easy-to-read format makes it a favorite among T commuters.

newspaper includes articles of general interest, as well as a large arts and entertainment section with listings of current happenings.

Bay Windows is a weekly newspaper that discusses issues that are relevant to the gay and lesbian community in Boston.

The *Bay State Banner*—Boston's newspaper focusing on multicultural neighborhood happenings, is available on a weekly basis.

The *Tab*—Boston's free weekly newspaper includes articles of interest on current city affairs and lists happenings in and around Boston.

SHOPPING

There is more than enough shopping in and around Boston to satisfy your every need and

Downtown Crossing
Large department stores, clothing shops, and gift stores (Green Line to Park Street)

Quincy Market
Food, restaurants, clothing, novelties in an open market setting. Adjacent to the Haymarket area where you can buy fresh produce on Saturday mornings (Green Line to Government Center)

Newbury Street
Small specialty shops, restaurants, and clothing stores (Green Line to Arlington).

Copley Place
Clothing and gift stores in a mall setting (Green Line to Copley).

Harvard Square
entertainment (Red Line to Harvard Square).

Prudential Center
Gift shops and specialty stores in a mall setting (Green Line to Prudential).

SPORTS

Boston is sports fan's paradise. All of Boston's major professional sports teams are rich in tradition and high in talent. Bostonians have unreasonably high expectations for the succuss of their teams, yet remain unwavering in their support when things are not going well.

Boston is home to Red Sox, Celtics, Bruins, New England Patriots, and world famous Boston Marathon. The Marathon takes place every Patriots Day—the third Monday in April.

The largest single-day regatta in the world, the Head of the Charles Regatta, occurs the third weekend in October on the Charles River. This is one of the largest gatherings of college students from all over the world.

DESIGN RESEARCH UNIT

The Design Research Unit is a non-profit, student-run, design studio. Though we are an organization independent of the Massachusetts College of Art, our office is located in the College.

Since its inception in 1972, it has grown from a school supported extension of the classroom, to a professionally recognized independent design and consulting firm. We offer services to educational, research, charitable, and non-profit organizations with the need for a high standard of professional design. Projects undertaken involve the design of printed matter including posters, letterheads, annual reports, brochures, and identity systems. Our capabilities also include exhibition design, industrial design, illustration, photography, and many other media.

The Unit consists of a rotating staff of MassArt graphic design students, and takes on talented new designers on an annual basis. Look for our portfolio review every Spring. If you have any comments or suggestions, come visit us on the ninth floor of the Tower Building or call the office at 232.1492

Academic Affairs
Tower 5th floor

Johanna Branson, Sr. Vice President	[illegible]	[illegible]
[illegible]	[illegible]	T551
Millie DeOlio, Administrative Assistant	[illegible]	[illegible]

Academic Advising/Associate Dean of Academic Affairs
Tower 5th floor

Nancy Aleo, Associate Dean	447	T541a
Cynthia Goodhue, Staff Assistant	[illegible]	[illegible]
TBA	458	T541

Administration and Finance
Tower 8th floor

[illegible]	296	T803
Rose Ann Glennon, Administrative Assistant	303	T803

Administrative Services
Tower 6th floor

Richard Aronowitz, Asst. VP of Administrative Services	353	T644
[illegible]	449	T644
[illegible]	[illegible]	T644

Administrative Computing
Tower 8th floor

[illegible]	351	T823
Barbara Boudreau, Micro-computer [illegible]	546	T823
[illegible] & PC Technician	350	T823
[illegible]	483	T823
Ann Marie Cobb, Office Assistant	638	T823
[illegible]	[illegible]	T823
[illegible]	534	T823

Admissions/Retention
South 1st floor

Kay Ransell, Dean	[illegible]	S102
[illegible]	109	S102
Evelyn Gallego, Stenographer II	103	S102
Sabrina Cureton, Computer Support Specialist	441	S102
Dan Szabo, Assistant Director of Admissions	375	S102
Hans Evers, Assistant Director of Admissions	[illegible]	S102
Lana Jackson, Assistant Director of Admissions	[illegible]	S102
Lydia Polanco-Pena, Manager of Admissions and Operations	261	S102
Diane Hayes, Staff Assistant		S102

Affirmative Action
Tower 8th floor

Mercedes Evans, Director	[illegible]	T805

Art Education
South 1st floor

Claudine Bing, Professor/Chair	478	S107a
Kathleen Marsh, Saturday Studios PCE	411	S106
Deborah Simmerman, Assistant	411	S106
Faculty		
Briggs, Paul	406	
Crowe, John	541	S110
Jansen, Trintje	409	[illegible]
Kelly, Maureen	407	S205b
Oldfield, Mary Ann	407	[illegible]
Park, Christy	245	[illegible]

Seymour, Nancy	540	
Thomas, Ted	411	S106

Audio/Visual
Tower 3rd floor

Office	356	T301
Robert Hilpert, Associate Director	399	T301

MassArt Supply & Bookstore
Kennedy 1st floor

Carrie Varrato, Manager	617.731.4378	

Business Office
Tower 8th floor

Don Arpino, Director, Fiscal Affairs	307	T803
Terie Kennedy, Receiving Teller	305	T803
Jean Inglis, Chief Accountant	227	T803
Edward Coffey, Bursar	481	T803
Nilda Estremera, Bookkeeper	394	T803
James McDaid, Staff Associate	309	T803
Linda Savage, Clerk III	308	T803

Cafeteria
Kennedy 1st floor

Beverly Small, Manager	470	K100

CALC
Tower 8th floor

Hugh Hohn, Director		
Fred Wolflink, Associate Director	358	304
Michael Brodsky, Staff Assistant	239	
Leslie Everett, Staff Assistant	397	304
Michael Ezrine, Staff Assistant	357	
Susan Hogue, Staff Assistant	121	
James Joyner, Staff Assistant	228	T714
Margret Young, Assistant Director	208	T712
Antony Hackett, Technical Assistant	699	T727

Career Resources
Kennedy 2nd floor

Maryellen Schroeder, Director	384	K201a
Diana Glennon, Secretary	388	K201
Francis Alix, Staff Assistant	387	K201c

Ceramics
Collins 2nd floor

Main line	507	C205

Continuing Education
(see Graduate and Continuing Education)

Counseling Department
Kennedy 2nd floor

Gail Hinand, Director/Dean of Students	383	K202a
Sarka Plihalova, Assistant	364	K202

Critical Studies Tower
Tower 5th floor

Robert Gerst, Professor/Chair	314	T533
Lynn Fuller, Assistant	306	T533

Faculty

Barbara Ann	327	T522
Bruce Bennett	477	
Boulukos, Athanasios	323	T544
Buchbinder, Betty	322	T545
Budorick, Dean		

Cohen, Joshua		647	T551
[illegible]		[illegible]	[illegible]
[illegible]		326	T508
[illegible]		240	T507
Hennig, Calvin		647	T533
Hoskins, Betty		334	T507
Kawada, Louise		188	T525
[illegible]		321	T510
[illegible]		[illegible]	
Nolta, David		398	
Russell, John			
Sans, Debra			
Sargeant, Lin Haire			
Schlosberg, Samuel		425	T533b
[illegible]		317	T512
[illegible]		[illegible]	[illegible]
Shelton, Andrew			
[illegible]		646	
Stribakos, Chris		[illegible]	[illegible]
[illegible]		554	T519
[illegible]		[illegible]	[illegible]

Design
Tower 6th floor

[illegible]
Communication Design 349 T633b
[illegible]
Environmental Design [illegible] [illegible]
[illegible] [illegible] [illegible]

Faculty

Bapst, Sarah	Studio Foundation/E.D.	426/344	T610
Bourke, Linda	Communication Design	[illegible]	[illegible]
Briggs, Thomas	[illegible]	[illegible]	[illegible]
Carroll, Jack	[illegible]	172	T629
DeSantis, Laura	Communication Design	590	
[illegible]	Environmental Design	[illegible]	
[illegible]	Communication Design	568	T606
[illegible]	Environmental Design	[illegible]	[illegible]
[illegible]	Environmental Design	311	T715
[illegible]	Environmental Design	450	T1017
Hayes, Ronald	Environmental Design	[illegible]	[illegible]
Kaza, Gunta	Communication Design	[illegible]	[illegible]
Keohan, Richard	Environmental Design	172	T606
Krause, Dorothy	Environmental Design	[illegible]	[illegible]
Jan Kubasiewicz	Communication Design	568	
Lindale, Paul	Environmental Design	[illegible]	
O'Hara, Jean	Environmental Design	451	T1002
[illegible]	[illegible]	457	T608
Roman, Irena	Communication Design	454	T624
Roman, John	Communication Design	454	
Rosowsky, Lisa	Communication Design	348	T610
Seitz, Patricia	Environmental Design	[illegible]	[illegible]
Shohan, Jean	Environmental Design	451	T1004
Stoltz, Clifford	Communication Design	360	T606

Design Research Unit
Tower 9th floor

Office 617.232.1492

Eventworks
North 1st floor

Mainline	561	N175
Exhibitions Department ***South Hall 1st floor***		
Jeffrey Keough, Director	550	A100
Richard McDermott, Director of Event Planning & Theatre Management	304	
Chris Stroeder, Preparator	185	A100
Amy Van Der Hiel, Assistant	484	A100
External Affairs ***Tower 11th floor***		
Richard MacMillan, Executive Director	260	T1113
Rachel Reinhardt, Clerk	258	T1110
Barbara Vercoda, Staff Associate	518	
Mary F. Gagliano, Director of Alumni Affairs	233	T1111
Vicki LeFebvre, Administration Assistant	521	T1110
MCA Foundation Office	258	T1110
Mia Schultz, Treasurer & Budget Manager	519	T1111
Facilities Department ***Tower 6th floor***		
Facilities Helpline	222	T644
Dennis Cherry, Director	171	T644
Francine Femino, Assistant	498	T644
Laura Montgomery, Foreman, East Tower	573	E307
Peter Gray, Night Foreman	424	E307
Robert Healy, Foreman, Collins & North	574	N279a
Victor Simonelli, Staff Assistant	368	T644
Kevin Sullivan, Night Maintenance Foreman	573	E307
Freeman Williams, Foreman, South & Dorm	572	S119
Carpenter Shop	230	NBMT
Lock Shop	415	EBMT
Paint Shop	424	T402
Power Paint (AC/Heat Problems)	420	NBMT
Fibers ***North 3rd floor***		
Main line	216	N371
Film ***East Hall 1st floor***		
Main line	214	G120
Financial Aid Department ***Tower 8th floor***		
Kenneth Berryhill, Director	300	T8fl
Laura Hofeldt, Assistant Director	330	T8fl
Garcia Ligonde, Administrative Assistant	524	T8fl
Fine Arts 2D Department ***South Hall 1st floor***		
Barbara Grad, Professor/Chair	542	K407a
Deborah Simmerman, Assistant	411	S106
Faculty		
Celli, Paul	580	K509
Chippendale, Christopher	542	
Foss, Jeremy	411	K408
Ghikas,Panos	402	
Hershey, Nana	543	EGymC
Hirt-Keegan, Donna	419	K509
Kayiga, Kofi	584	K408
Lewis, Peter	579	
Liang, Fred	225	EGymC

[illegible]	404	K509
[illegible]	411	
Nimmer, Dean		
[illegible]	[illegible]	[illegible]
Priestly, Deborah	411	[illegible]
Tibbitts, Roger	510	
[illegible]	695	EGymC

Fine Arts 3D Department
North 2nd floor

[illegible]	[illegible]	N279
Jackie Bellwood, Assistant	475	N279

Faculty

Beatty, Michael, Staff Assistant	[illegible]	
Brown, Richard	400	S301
Dailey, Daniel	[illegible]	C106
[illegible]	571	C106
Drum, Reid, Staff Assistant	536	EB11
[illegible]	[illegible]	N371
Fernandez, Kelmis	[illegible]	
[illegible]	[illegible]	[illegible]
Grebe, Robin	210	C106
[illegible]	505	EB12
Haberl, Judy	211	[illegible]
[illegible]	216	N371
[illegible]	[illegible]	C106
Klein, Alan	210	C106
[illegible]	680	N309
Ryterband, Ben	570	C205
[illegible]	[illegible]	N208
[illegible]	211	C112
Wessmann, Ann	539	N371b
Wood, Joseph	212	N280

Glass/Hot Shop
Collins 1st floor

[illegible]	571	Glass Shed

Graduate & Continuing Education
Tower 2nd floor

Michael Cochran, Dean Graduate & Cont. Ed.	[illegible]	T200
[illegible]	[illegible]	T200
Mary Ester, Administrative Assistant	444	T200
Kevin Joyce, Clerk	[illegible]	
Amy Stahl, Bookeeper	[illegible]	
Faith Beysolow, Administrative Assistant	442	[illegible]
James Cole, Business Manager	593	T200
Susan Geller, Staff Assistant	338	T200
[illegible]	340	[illegible]
Nancy [illegible], Staff Assistant	371	T200
Nadia Savage, Administrative Assistant	594	[illegible]
[illegible]		
[illegible]	595	[illegible]

Health & Fitness Center

Main line	[illegible]	KLL
Irene Dixon, Student Manager		

Health & Safety
Tower 6th floor

[illegible]	422	[illegible]

Health Services Department
Kennedy 2nd floor

Beverly Hector Smith, Director of Health Services	382	K202d
Sarka Plihalova, Assistant	364	K202

Institutional Research

Kathleen Keenan, Director	242	
Julia Hrysenko, Administrative Assistant	633	

Housing & Residence Life
Kennedy 2nd floor

Rober Chambers, Director	513	K203
Kim Reisinger, Assistant	421	K203
Christopher Bell, Resident Director	527	Smith Hall

Library
Tower 12th floor

George Morgan, Director of Libraries	266	T1201
Mary Curtin, Systems Librarian	270	T1200
Paul Dobbs, Records Management/Archives	264	T1200
Juan Herrera, Ajssistant Circulation Mgr.	262	
Margot Isabelle, Collections Development	269	T1200
John Keating, Circulation Manager	268	T1200
Gail Lancaster, Slide Cataloger	316	T1301
Laura Moffa, Library Assistant	270	
Raye Yankauskas, Associate Circulation Manager	263	T1200
Staci Stull, Slide Curator	316	T1301
Cynthia Westwood, Acquisitions Assistant	391	
Mary Van Winkle, Periodicals Librarian	392/464	T1200
Anita Bolden, Assistant Circulation Mgr.	262	

MCA/MSCA Union

Main line	425	T547

Mailroom/Duplication
Tower 6th floor

Andre Suarez, Administrative Assistant	132	T638
Kenneth Weidlich, Mail Clerk II	312	T638

Media & Performing Arts
North 2nd floor

John Holland, Professor/Chair	134	N279
Jackie Bellwood, Assistant	475	N279
Faculty		
Beckman, Ericka	515	120
Bosworth, Barabra	526	K620
Bowen, Bruce, Staff Assistant	503	N174
Briganti, Joseph, Staff Assistant	218	T743
Burgy, Donald	562	N174e
Daw, Leila	563	174e
Dubois, Doug		
Keown, Kim, Staff Assistant	214	N174e
Klahr, Lewis		
Kramer, Dawn	562	N174e
Levine, Saul	548	
Lapore, Mark	214	E120
Lowe, Pelle	214	E120
McPhee, Laura	694	K620
Morell, Abelardo	217	K621
Moser, Dana	244	N174b
Nixon, Nicholas	119	K620

Tourlentes, Stephen, Staff Assistant	506	
Turano, Paul, Staff Assistant	214	

Metals
Collins 3rd floor

		N280

Newsletter
Tower 11th floor

Main line	333	

Personnel/Payroll Department
Tower 8th floor

Deborah Keyes, Director	301	T808
Erin MacNeil, Assistant Director	302	T808
		T808
TBD, Payroll Clerk	396	

Photography
Kennedy 6th floor

Main line	506	K620

Printmaking
East Hall 2nd floor

Main line	225	

President's Office
Tower 11th floor

Katherine Sloan, President	200	T1101a
Nathalene Hughes, Administrative Assistant	202	T1101
Julianne Walsh, Assistant to President	155	T1101
Julia Hrysenko, Administrative Assistant	200	T1101

Pro Arts Consortium
Tower 7th floor

Linda Sevey, Director	259	
Gail Erwin	254	

Public Relations Department
Tower 11th floor

TBA, Director	333	T1101b
TBA, Administrative Assistant	633	

Public Safety Department
East Hall 2nd floor

TBD, Director	499	E205b
		E205b
Glen Anderson, Campus Police Officer	501	E205b
David Clark, Campus Police Officer	501	E205b
Joseph Ceurvels, Campus Police Officer	501	E205b
Sonia Rodrigues, Campus Police Officer	501	E205b
James Peterson, Campus Police Officer	501	E205b
Thomas Powers, Campus Police Officer	501	E205b
Roberto Reyes, Campus Police Officer	501	E205b
Collins Security Desk	690	
Kennedy Security Desk	508	
North Security Desk	no phone	NLobby
		Smith Hall
Tower Security Desk	367	

Purchasing Department

Tower 6th floor

David Wilcox, Director	295	T644
Francine Fermino, Assistant	498	T644

Registrar's Office
Tower 8th floor

Frank Callahan, Registrar	336	T806
Kimberly Alexis, EDP Entry Operator	243	T806
TBA,Transcripts	331	T806
Mark Maloney, Administrative Assistant	591	T806

Sculpture
East Hall Basement

Main line	505	EB12

Shipping /Receiving Department
Tower Loading Dock

Paul Melchin, Shipper-Receiver	265	TDOC

Slide Library
Tower 13th floor

Staci Stull, Slide Librarian	316	T1301
Gail Lancaster, Slide Cataloger	316	T1301

SOMA (Student Org. for Multicultural Affairs)
Kennedy 2nd floor

Main line	512	K206

Student Development & Community Affairs
Kennedy 2nd floor

Paul McCaffrey, Vice President	372	K203b
Gail Hinand, Dean of Students	383	K203
Thom Barbour, Administrative Assistant	373	K203

Student Activities & Programs
Kennedy 2nd floor

Elizabeth Thornton, Director	369	K203
April Guenther, Assistant	186	K203

Student Government Association (SGA)
Kennedy 2nd floor

Licia Sky, President	389	K205
Katherine DeSilva, Vice President		
Danielle Livingston, Student Trustee		
Gregg Landry, Treasurer		
Shoua Yang, Secretary		

Student & Community Development
Kennedy 2nd floor

Mindy Nierenberg, Associate Dean of Students	511	K204
April Guenther, Assistant	186	K203

Studio Foundation Department

South Hall 3rd floor

Bob Coppola, Professor/Chair	480	S309
Amy Brant, Assistant	480	S303

Faculty

Bapst, Sarah	426	S301
Brant, William	430	S301
Broderick, Alana	479	
Cusack, Nancy	405	
Davis, Taylor	480	
Dunn, Sharon	427	K408
English, Danette	480	
Hamilton, Francis	117	

Lindale, Paul	273	
[illegible]	214	
McCarthy, Wladzia	[illegible]	
McClimon-Miller, Dyan	[illegible]	
Peterson, Ben	118	S301

Student Organizations
Various

Channel One	[illegible]	[illegible]
Christian Fellowship	472	Kllevel
[illegible]	561	N175
Extra Terrestrial Group	474	
Film Society	472	N174
[illegible]	[illegible]	[illegible]
Performing Arts Commitee	608	
SOMA	512	K206
[illegible]	469	Kllevel
[illegible]	671	Kllevel
Kristen Streeter, Student Manager		
Holiday & Spring Sale	148	
[illegible]	628	Kbsmnt
[illegible]		
Kristen Palana	115	K2ndFlr
Student Center Manager		
[illegible]	115	K2ndFlr

Studio for Interrelated Media (SIM)
North 1st floor

[illegible]	[illegible]	N134

Telecommunications
Tower 8th floor

[illegible]	351	T823
Lisa Caso, Telephone Operator	0	T823
Ann Marie Dobb, Office Assistant	[illegible]	[illegible]
[illegible]	639	T823
[illegible]	272	T823

TDD/TTY (for Hearing Impaired)
Main line 617.739.1038

Video
Tower 7th floor

Main line	218	T743

Visiting Artist Department
South Hall 1st floor

Michele Furst, Director	504	S100
Amy Van Der Hiel, Assistant	484	A100

Weather
Main line [illegible]

Wood Shop
East Hall Basement

Main line	400	W'Shop

Sunday 31

Monday 1
Labor Day, holiday schedule
residence halls open—new students 9am-5pm

Tuesday 2
Orientation—new faculty
Orientation—BFA

Wednesday 3
Orientation—BFA
Orientation—MFA, MSAE, TC, DC
opening faculty/staff meeting
residence halls open—new students 9am-5pm
Mask Exhibition—opening reception

Thursday 4
***classes start**—BFA, MFA, MSAE, TC*

Friday 5

Saturday 6
Orientation—BFA
Orientation Community Service Day

Sunday
7

Monday
8 *classes start—CE, DC*

Tuesday
9 *first Student Government Association meeting—T659, 12:30*
Women's Soccer—home game, 7:00p

Wednesday
10

Thursday
11 *Men's Soccer—home game, 3:00p*
Women's Volleyball—home game, 7:00p

Friday
12 *Presidential Inauguration/Installation*

Saturday
13 *Men's Soccer—home game, 1:00p*

Sunday
14 *Golf Team—home tournament, 2:00p*

Monday
15 *Men's Soccer—home game, 3:30p*

Tuesday
16 *Women's Volleyball—home game, 7:00p*

Wednesday
17 *lunchtime cookout & music—Courtyard, 12:30*

Thursday
18 ***add/drop deadline**—BFA, MFA, MSAE, TC*
Career Resources Office information table—Tlobby, 11:00 to 1:00

Friday
19 *Student Center Open House Disco Party—7:30p*

Saturday
20 *trip to Provincetown, Cape Cod*
Women's Soccer—home game, 1:00p
Men's Soccer—home game, 4:00p

September

Sunday
21 Golf Team—home tournament, 1:00p

Monday
22 add/drop deadline—CE, DC

Tuesday
23 add/drop deadline—CE, DC

Wednesday
24 add/drop deadline—CE, DC
Women's Tennis—home tournament, 7:00

Thursday
25 add/drop deadline—CE, DC
resume/cover letter workshop—2nd Fl.Kennedy, Career Resources Office, 5:30p

Friday
26 add/drop deadline—CE, DC
Golf Team—home tournament, 2:00p

Saturday
27 add/drop deadline—CE, DC
Men's Soccer—home game, 1:00p

Sunday 28

Monday 29

Tuesday 30
Women's Tennis—home tournament, 7:00

Wednesday 1
Women's Soccer—home game, 7:00p
Golf Team—home tournament, 1:00p

Thursday 2
Rocky Horror Picture Show Live—TAud,8:30p

Friday 3
Rocky Horror Picture Show Live—TAud,8:30p

Saturday 4
Rocky Horror Picture Show Live—TAud,8:30p
Women's Soccer—home game, 1:00p

September—October

October

Sunday
5 *Haystack trip begins*

Monday
6

Tuesday
7

Wednesday
8 *Rocky Horror Picture Show Live—TAud,8:30p*

Thursday
9 *Haystack trip ends*
Rocky Horror Picture Show Live—TAud,8:30p

Friday
10 *Rocky Horror Picture Show Live—TAud,8:30p*

Saturday
11 *Rocky Horror Picture Show Live—TAud,8:30p*
Women's Tennis—home tournament, 1:00p

October

Sunday 12

Monday 13 **Columbus Day**—holiday schedule
Women's Soccer—home game, 3:00p
Women's Tennis—Home Tournament, 1:00p

Tuesday 14 Substance Abuse Week begins

Wednesday 15

Thursday 16 Women's Volleyball—home game, 7:00p

Friday 17 Substance Abuse Week ends

Saturday 18 24 hr. access weekend starts 7am
apple/pumpkin picking—signup SGA Office
Men's Soccer—home game, 3:00p
Women's Volleyball—home game, 12:00p

October

Sunday
19 24 hr access ends at midnight

Monday
20

Tuesday
21

Wednesday
22 *Model Mugging program—Gym, 4:00p to 6:00p*
Women's Volleyball—home game, TBA

Thursday
23

Friday
24 ***mid-semester***
"Nightmare Before Christmas"—St Ctr., 12:15p
Women's Tennis—home tournament, 7.00

Saturday
25 *Men's Soccer—home game, 1:00p*

Sunday 26

Monday 27

Tuesday 28
Interview/Portfolio workshop—St.Ctr., 5:30p

Wednesday 29
registration packets issued—all programs

Thursday 30
***faculty/staff day**—no classes*
Student Center Halloween party—St.Ctr.

Friday 31
Halloween party—Cafeteria, 9:00p

Saturday 1

November

Sunday 2

Monday 3

Tuesday 4
MFA walk-through

Wednesday 5
***Advising Day**—online registration by class (5th-25th)*
no day school classes

Thursday 6

Friday 7
New York trip begins

Saturday 8

Sunday
9
New York trip ends
Monday
10
Tuesday
11
Veterans Day—holiday schedule
Wednesday
12
Thursday
13
Friday
14
mid-semester warnings issued
Saturday
15

November

November

Sunday
16

Monday
17 *resume/cover letter workshop—St.Ctr.,5.30p*
bake sale for Rosie's Place—Klobby, 12:00-2:00p

Tuesday
18 *bake sale for Rosie's Place—Klobby, 12:00-2:00p*

Wednesday
19 *bake sale for Rosie's Place—Klobby, 12:00-2:00p*

Thursday
20 *registration and payment due—Graduate and Certificate programs*
bake sale for Rosie's Place—Klobby, 12:00-2:00p

Friday
21 *registration and payment due—Graduate and Certificate progs.*

Saturday
22 *Women's Basketball—home tourn., 6:00 & 8:00p*

November

Sunday 23

Monday 24

Tuesday 25
toy collection for Children's Hospital begins —St Ctr
Thanksgiving Dinner—St Ctr, 1:00-3:00p

Wednesday 26
no evening/CE classes
dorms close 7pm

Thursday 27
***Thanksgiving**—college closed*
volunteer day—serving food at Rosie's Place

Friday 28
no classes
98/Spring tuition bills mailed—BFA
holiday schedule for studio access
Administration Offices open

Saturday 29
CE/DC classes held
holiday schedule for studio access

November December

Sunday 30 *CE/DC classes held*
dorms open 2pm
holiday schedule for studio access

Monday 1 *24 hour access starts 7am*
AIDS Awareness Week begins
Holiday Sale Begins—Tlobby, M-F 10:00-7:00p
MassArt Student Exhibition at First Expressions Gallery begins—81 Arlington St., Boston

Tuesday 2 *Women's Basketball—home game., 7:00p*

Wednesday 3

Thursday 4 *revive for reviews*

Friday 5 *AIDS Awareness Week ends*
Holiday Sale ends

Saturday 6 *Men's Basketball—home game, 6:00 & 8:00p*

December

Sunday
7 *Men's Basketball—home game, 12:00 & 2:00p*

Monday
8 *classes end—BFA,MFA,MSAE,TC*
Holiday Sale

Tuesday
9 *review boards*

Wednesday
10 *review boards*

Thursday
11 *review boards*
Men's Basketball—home game, 7:00p

Friday
12 *review boards*

Saturday
13 *Women's Basketball—home game., 1:00p*

December

Sunday
14

Monday
15 *classes end—Continuing Education, DC*
review boards

Tuesday
16 *24 hr access ends at midnight*
review boards
Winter intersession starts—CE

Wednesday
17 *final exams—BFA,DC*

Thursday
18 *final exams—BFA,DC*

Friday
19 *final exams—BFA,DC*
dorms close 7pm

Saturday
20 *toy collection for Children's Hospital ends*

December

Sunday 21

Monday 22 *Winter intersession starts—BFA, MFA, MSAE, TC*

Tuesday 23

Wednesday 24 ***college closes***—*no access after 5pm*
MassArt Student Exhibition at First Expressions Gallery ends—81 Arlington St., Boston

Thursday 25 ***college closed***—*no access*

Friday 26 ***98/Spring tuition payments due***—*BFA*

Saturday 27

December – January

Sunday
28

Monday
29

Tuesday
30

Wednesday
31 ***college closes***—*no access after 5pm*

Thursday
1 ***college closed***—*no access*

Friday
2 *97/Fall grades due*

Saturday
3

January

Sun 4	Mon 5	Tues 6	Wed 7	Thurs 8	Fri 9	Sat 10

January

Sunday
11

Monday
12

Tuesday
13

Wednesday
14 *residence halls open—new students only*

Thursday
15 *Orientation—new students, all programs*

Friday
16 *Winter intersession ends—BFA, MFA, MSAE, TC*

Saturday
17

January

Sunday
18 *Men's Basketball—home game, 2:00p*

Monday
19 *Winter intersession ends—CE*
Martin Luther King Day *—holiday schedule*
residence halls open—returning students

Tuesday
20 ***classes start****—BFA, MFA, MSAE, TC, DC, CE*

Wednesday
21 *Women's Basketball—home game., 7:00p*

Thursday
22 *Men's Basketball—home game, 7:00p*

Friday
23

Saturday
24 *Men's Basketball—home game, 1:00p*
Women's Basketball—home game., 3:00p

Sunday 25

Monday 26

Tuesday 27

Wednesday 28

Men's Basketball—home game, 6:00p

Women's Basketball—home game., 8:00p

Thursday 29

Friday 30

Saturday 31

January

February

Sunday 1

Monday 2

Tuesday 3
***add/drop deadline**—BFA, MFA, MSAE, TC*
add/drop deadline—CE, DC
Women's Basketball—home game., 7:00p

Wednesday 4
add/drop deadline—CE, DC
Intent to Graduate forms due—BFA Seniors

Thursday 5
add/drop deadline—CE, DC

Friday 6
add/drop deadline—CE, DC

Saturday 7

February

Sunday 8

Monday 9

add/drop deadline—CE, DC

Women's Basketball—home game., 5:00p

Tuesday 10

Wednesday 11

Men's Basketball—home game, 8:00p

Women's Basketball—home game., 6:00p

Thursday 12

Friday 13

Saturday 14

February

Sunday 15

Monday 16 ***Presidents Day***—*holiday schedule*

Tuesday 17

Wednesday 18

Thursday 19 *Men's Basketball—home game, 7:00p*

Friday 20

Saturday 21 *Men's Basketball—home game, 1:00p*

February

Sunday 22

Monday 23

Tuesday 24 *faculty/staff day—no day school classes*
CE and DE classes held

Wednesday 25

Thursday 26

Friday 27

Saturday 28

March

Sunday 1

Monday 2

Tuesday 3 *Declaration of Major due—all Freshman*

Wednesday 4

Thursday 5

Friday 6

Saturday 7 *24hour access begins 7am*

March

Sunday 8 *24hour access ends midnight*

Monday 9

Tuesday 10 *MFA walk-through*

Wednesday 11

Thursday 12

Friday 13 ***mid-semester***
residence halls close 7pm

Saturday 14

March

Sunday 15

Monday 16 ***Spring Break***
no classes—*BFA, MFA, MSAE,TC, PC, PCE*

Tuesday 17 ***Evacuation Day***—*holiday schedule*
Spring Break
no classes—*BFA, MFA, MSAE,TC, PC, PCE*

Wednesday 18 ***Spring Break***
no classes—*BFA, MFA, MSAE,TC, PC, PCE*

Thursday 19 ***Spring Break***
no classes—*BFA, MFA, MSAE,TC, PC, PCE*

Friday 20 ***Spring Break***
no classes—*BFA, MFA, MSAE,TC, PC, PCE*

Saturday 21

March

Sunday
22 *residence halls open 2 pm*

Monday
23

Tuesday
24

Wednesday
25

Thursday
26 *registration packets issued*

Friday
27 *grades due—Fall 1997 incomplete*
mid-semester warnings issued

Saturday
28

Sunday 29
Monday 30
Tuesday 31
Wednesday 1
Thursday 2
Friday 3
Saturday 4
24 hour access starts 7am

March—April

April

Sunday 5
24 hour access ends midnight

Monday 6

Tuesday 7

Wednesday 8
***Advising Day**—online registration by class (8th-22nd)*
no day school classes

Thursday 9

Friday 10

Saturday 11

Sunday
12

Monday
13

Tuesday
14

Wednesday
15
registration—Graduate and Certificate

Thursday
16
registration—Graduate and Certificate

Friday
17

Saturday
18

April

Sunday 19

Monday 20 *Patriot's Day—holiday schedule*

Tuesday 21

Wednesday 22

Thursday 23 *24 hour access starts 7am*

Friday 24

Saturday 25

April – May

Sun 26

Mon 27

Tues 28

Wed 29

Thurs 30

Fri 1

Sat 2

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 *Senior design reviews* *Spring Sale begins*	5 *Senior design reviews*	6 *Senior design reviews*	7 *Senior design reviews*	8 *Senior design reviews* *Spring Sale ends*	9

May

Sunday
10

Monday
11 ***classes end***—*all day and evening programs*

Tuesday
12 *Spring intersession begins—CE review boards*

Wednesday
13 *review boards*

Thursday
14 *review boards*

Friday
15 *review boards*
24 hour access ends midnight

Saturday
16

May

Sunday
17

Monday
18 *review boards*

Tuesday
19 *final exams*

Wednesday
20 *final exams*
Certificate Ceremony—TC and DC

Thursday
21 *final exams*
Honors Convocation

Friday
22 ***Commencement***
***lockers/studios vacated**—day school*
residence halls close 7pm

Saturday
23

May

Sunday 24

Monday 25 ***campus closed***—*no access after 5pm*
any studio not empty— *locks will be cut and properly disposed*

Tuesday 26

Wednesday 27

Thursday 28 *98/Spring grades due*

Friday 29

Saturday 30

May—June

Sun day 31

Mon day 1

Tues day 2

Wed nesday 3

Thurs day 4

Fri day 5

Sat urday 6

June
Sunday 7
Spring intersession ends—CE
Monday 8
Summer semester begins—CE
Tuesday 9
Wednesday 10
Thursday 11
Friday 12
Saturday 13

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Students are expected to be familiar with the contents of this publication and are personally responsible for complying with all the rules and regulations of the College. Matriculating students are solely responsible for completing all degree requirements.

Policy statements as published in this handbook reflect information which was current at the beginning of the academic year, 1997-1998. Such statements are not intended to be relied upon as statements of contractual undertakings. Although the College provides notice concerning changes of policy as is reasonably practical under the circumstances it reserves the right in its sole judgement to implement new rules and regulations and to make changes of any nature in its program, calendar, procedures and standards, degree requirements, and academic scheduling including, without limitation, changes in course content and class schedules. Administrative policies of a systemwide nature (e.g., admissions policies, tuition, and fees) are subject to change by the Board of Higher Education without advance notice.

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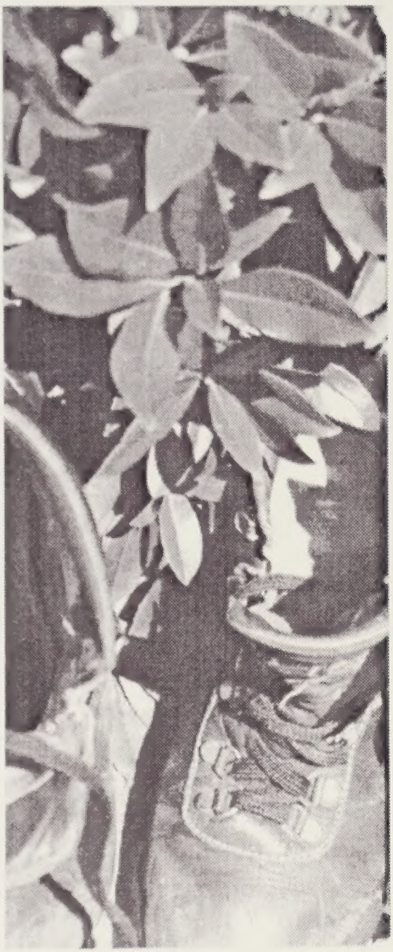

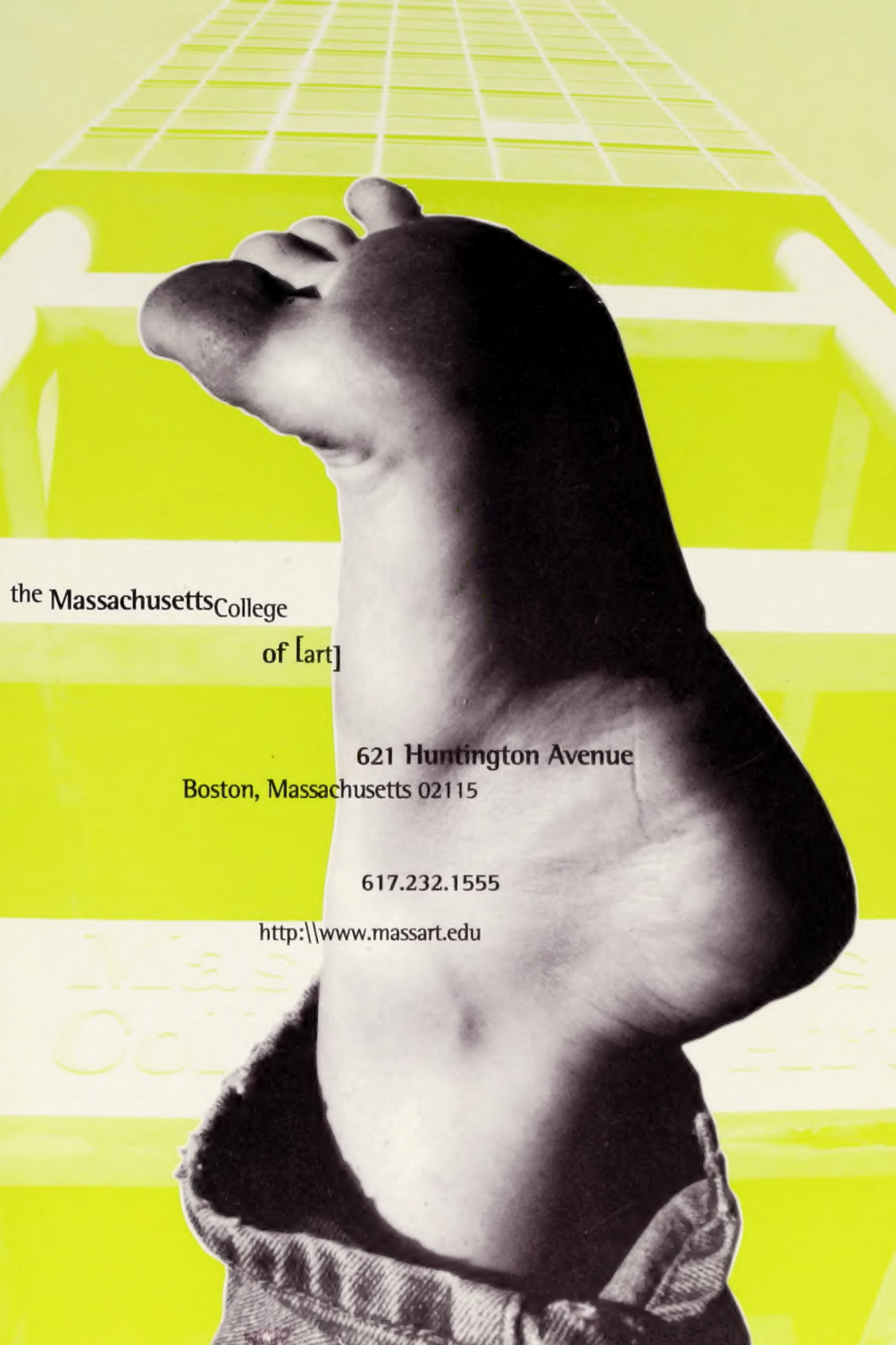

the Massachusetts College of [art]

621 Huntington Avenue
Boston, Massachusetts 02115

617.232.1555

http:\\www.massart.edu